

C. Verification of 2012 IRS Income Tax Return Information for Student Tax Filer

Instructions: Complete this section if the student filed or will file a 2012 IRS income tax return(s). **The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of the FAFSA on the Web at FAFSA.gov.** You must wait at least 2-3 weeks after the 2012 electronic IRS income tax return has been accepted by the IRS. If you filed a paper return, you must wait at least 8-11 weeks after the income tax return has been received by the IRS. **Check the box that applies:**

- The student has used the IRS DRT in *FAFSA on the Web* to transfer IRS income tax return information into the student's FAFSA. Date used: _____ (if known).

- The student has not yet used the IRS DRT in *FAFSA on the Web*, but will use the tool to transfer 2012 IRS income tax return information into the student's FAFSA once the 2012 IRS income tax return has been filed. Approximate date tax return will be filed: _____.

- The student is unable or chooses not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school a **2012 IRS Tax Return Transcript**. A Tax Account Transcript is NOT acceptable.
 - ___ Check here if the **IRS Tax Return Transcript** is being submitted with this worksheet.
 - ___ Check here if the **IRS Tax Return Transcript** will be provided later.

[Instructions on how to obtain an IRS Tax Return Transcript are available at: www.tnstate.edu/finaid.]

D. Verification of 2012 IRS Income Information for Student Not Required to File a Tax Return

Instructions: Complete this section if the student will not file and is not required to file a 2012 income tax return with the IRS.

Check the box that applies:

- The student was not employed and had no income earned from work in 2012.
- The student was employed in 2012. **Must complete the section below and submit W-2s.**

Submit a copy of all 2012 IRS W-2 forms issued to the student from employer(s). List the names of all employers, the amount earned from each employer in 2012 and whether an IRS W-2 form is being provided with this worksheet. List all employers even if the employer did not issue an IRS W-2 form. If an employer did not provide a W-2, submit a signed/dated statement (preferably on letterhead) from the employer verifying the total 2012 earnings and explaining of the absence of a W-2.

Employer's Name	2012 Wages Earned From Work	IRS W-2 Provided?

TSU ID: T _____ Student's Name: _____

E. Verification of 2012 IRS Income Tax Return Information for Parent Tax Filer

Note: The instructions below apply to each parent included in the household.

Instructions: Complete this section if the student's parents, filed or will file a 2012 IRS income tax return(s). **The best way to verify income is by using the IRS Data Retrieval Tool (DRT) that is part of the FAFSA on the Web at FAFSA.gov.** You must wait at least 2-3 weeks after the 2012 electronic IRS income tax return has been accepted by the IRS. If you filed a paper return, you must wait at least 8-11 weeks after the income tax return has been received by the IRS.

Check the box that applies:

The parents have used the IRS DRT *in FAFSA on the Web* to transfer IRS income tax return information into the student's FAFSA. Date used: _____ (if known).

The parents have not yet used the IRS DRT in FAFSA on the Web, but will use the tool to transfer 2012 IRS income tax return information into the student's FAFSA once the 2012 IRS income tax return has been filed. Approximate date tax return will be filed: _____.

The parents are unable or choose not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school a **2012 Tax Return Transcript(s)**. The Tax Account Transcript is NOT acceptable.

___ Check here if the **IRS Tax Return Transcript** is being submitted with this worksheet.

___ Check here if the student's **IRS Tax Return Transcript** will be submitted to the school later.

F. Verification of 2012 IRS Income Information for Parent Not Required to File a Tax Return

The instructions and certifications below apply to each parent included in the household. Complete this section if the parents will not file and are not required to file a 2012 income tax return with the IRS.

Check the box that applies:

The parent was not employed and had no income earned from work in 2012.

The parent was employed in 2012. **Must complete section below and submit W-2 forms.**

Submit a copy of all 2012 IRS W-2 forms issued to the parents from employer(s). List the names of all employers, the amount earned from each employer in 2012 and whether an IRS W-2 form is being provided with this worksheet. List all employers even if the employer did not issue an IRS W-2 form. If an employer did not provide a W-2, submit a signed/dated statement (preferably on letterhead) from the employer verifying the total 2012 earnings and explaining the absence of a W-2.

Employer's Name	2012 Wages Earned From Work	IRS W-2 Provided?

G. Verification of Child Support Paid

Did you or your parent(s) pay child support in 2012? _____ Yes _____ No

Complete this section if you or one of the parents included in the household **paid** child support in **2012**. List below the names of the person(s) who paid the child support, the names of the person(s) to whom the child support was paid, the names of the children for whom the child support was paid, and the total annual amount of child support that was paid in **2012** for each child.

Name of Person Who Paid Child Support	Name of Person to Whom Child Support was Paid	Name of Child for Whom Support was Paid	Amount of Child Support Paid

Note: If we have reason to believe that the information regarding the child support paid is not accurate, we may require additional documentation, such as:

- Documentation from the court, if payments are required to be paid through the court.
- A statement from individual receiving child support clarifying the amount received in 2012.
- Copies of child support payment checks or money order receipts.

H. Receipt of SNAP (formerly known as Food Stamps Program) Benefits

The parents certify that a member of the parents' household (listed in Section B), received benefits from the Supplemental Nutrition Assistance Program or SNAP sometime during 2011 or 2012. SNAP may be known by another name in some states. For assistance in determining the name used in a state, please call 1-800-4FED-AID (1-800-433-3243). **Check the appropriate box below.**

- Yes.** A member of the parents' household received SNAP Benefits during 2011 or 2012.
- No.** No member of the parents' household received SNAP Benefits during 2011 or 2012

I. Certifications and Signatures

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. The student and one parent whose information was reported on the FAFSA must sign and date.

WARNING: If you purposely give false or misleading information on this worksheet, You may be fined, be sentenced to jail, or both.

Student's Signature

Date

Parent's Signature

Date

RETURN by fax to: (615) 963-7540

RETURN by mail to:

**Tennessee State University
Office of Financial Aid
3500 John A. Merritt Blvd
Nashville, TN 37209**