



**2021 IRS Income Tax Verification**

The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. If you have not already used the tool, go to FAFSA.gov, log into your FAFSA record, select- "Make FAFSA Corrections", and navigate to the Financial Information section of the form. From there, follow the instructions to determine if you are eligible to use the IRS Data Retrieval Tool to transfer 2021 IRS income tax information into your FAFSA.

Check the box that applies:

- Used or will use the IRS Data Retrieval Tool to transfer my 2021 IRS income information into the FAFSA.
- Did not use the IRS Data Retrieval Tool and will submit a 2021 **IRS Tax Return Transcript OR a signed copy of my 2021 IRS Tax Return (IRS Form 1040 and, if applicable, schedules 1, 2, and 3)**
  - o Check here if an IRS Tax Return Transcript(s) or copy of your IRS Tax Return is attached to this worksheet.
- Not required to file a 2021 IRS tax return and I completed and attached the **Coe College Non-Tax Filer Certification Form** (enclosed).

**Get Tax Transcript by Mail** - Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript by Mail." Make sure to request the "Return Transcript" and NOT the "Account Transcript."

**Get Tax Transcript Online** - Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript Online." Make sure to request the "Return Transcript" and NOT the "Account Transcript."

**Automated Telephone Request** - 1-800-908-9946.

**Paper Request Form** - IRS Form 4506T-EZ or IRS Form 4506-T.

**Certification and Signature**

Each person signing below certifies that all of the information reported is complete and correct and grants the Student Financial Services Office permission to update the FAFSA to match the values found on this and other verification documents that may be provided. **Please note that typed signatures will not be accepted.**

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

\_\_\_\_\_  
Student's Handwritten Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse's Handwritten Signature (if applicable)

\_\_\_\_\_  
Date

**Return to the Coe College Student Financial Services Office**

**Mail:** Coe College Office of Student Financial Services, 1220 First Ave, Cedar Rapids, IA 52402

**Fax Number:** 319.399.8886

**Upload Portal:** my.coe> student tab> financial document upload (available to enrolled students)