



**2018 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 2018 IRS income tax information into your FAFSA.

**Student - Check the box that applies:**

**Student**

- Used or will use the IRS Data Retrieval to transfer my 2018 IRS income information into the FAFSA.
- Did not use the IRS Data Retrieval Tool and will submit a 2018 **IRS Tax Return Transcript OR a signed copy of my 2018 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 2018 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](http://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](http://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.

**Student Certification and Signatures**

You must sign the worksheet. If married, your spouse's signature is optional. 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.

**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

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

\_\_\_\_\_  
Date

**Return this form and your tax documents by mail or fax to:**

Coe College Office of Student Financial Services, 1220 First Ave NE, Cedar Rapids, IA 52402  
Fax Number: 319.399.8886

Please note: With the amount of personal and confidential information displayed on tax documents, we do not recommend that you email us documents that contain personal identifiable information