

C. Independent Student's Financial Information to be Verified

Did you, the student, have any income in 2016 ?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No

Did you, the student, file a 2016 Federal IRS Income Tax Return?	
<input type="checkbox"/> Yes	If you have not already done so, please use the IRS Data Retrieval Tool (DRT) in your FAFSA application. If you are unable or unwilling to use the DRT, then you will need to obtain a 2016 Tax Return Transcript from the IRS and submit that to our office. (See page 3.)
<input type="checkbox"/> No	<p>If you did not, and were not required to file a 2016 Tax Return, then you must:</p> <ul style="list-style-type: none"> • Submit an IRS Verification of Nonfiling Letter dated on or after October 1, 2017. • If you had income, then you must provide copies of 2016 W-2's and/or 1099 forms from ALL employers. Replacement copies of W-2's may be obtained from your employer or by requesting a Wage and Income Transcript from the IRS. • If a W-2 or 1099 was not issued to you for some reason, then please explain: <p>_____</p> <p>_____</p>

Did your spouse, if you are married, have any income in 2016 ?		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> I am not married

Did your spouse, if you are married, file a 2016 Federal IRS Tax Return?	
<input type="checkbox"/> Yes	If you filed jointly with your spouse and have not already done so, please use the IRS Data Retrieval Tool (DRT) in your FAFSA application. If you are unable or unwilling to use the DRT, then you will need to obtain a 2016 Tax Return Transcript from the IRS for both you and your spouse and submit both to our office. (See page 3.)
<input type="checkbox"/> No	<p>If your spouse did not, and was not required to file a 2016 Tax Return, then they must:</p> <ul style="list-style-type: none"> • Submit your spouse's IRS Verification of Nonfiling Letter dated on or after October 1, 2017. • If your spouse had income, then they must provide copies of 2016 W-2's and/or 1099 forms from ALL employers. Replacement copies of W-2's may be obtained from the employer or by requesting a Wage and Income Transcript from the IRS. • If a W-2 or 1099 was not issued to your spouse for some reason, then please explain: <p>_____</p> <p>_____</p>

D. Sign and Date - (ELECTRONIC SIGNATURES NOT ACCEPTED. Please print & sign in ink.)

By signing this form, I/we certify all information reported on this form & within the enclosed documentation is complete & correct.

Student Signature

Date

Using the IRS Data Retrieval Tool (DRT) in the FAFSA

***** Highly Recommended *****

Since the 2018-2019 FAFSA application uses financial information from the “Prior Prior” 2016 tax year, there are very few scenarios where the Data Retrieval Tool may not be used. In most cases, no further income verification documentation is required when using the DRT, as long as the information is unchanged. Please see the [Data Retrieval Tool instructions and tip sheet](#) to see if you are eligible, and to get additional information and instructions.

Options for Getting a Tax Return Transcript from the IRS

Federal Tax Return Transcripts can be obtained online (<https://www.irs.gov/individuals/get-transcript>), or by telephone at 1-800-908-9946. Please make sure you request a 2016 “Tax Return Transcript” and not a “Tax Account Transcript”. For additional help, or special filing circumstances (amended returns, or identity theft) see our [IRS Tax Return Transcript tip sheet](#).

Submit Your Documents

Preferred: Scan as a PDF (150dpi minimum) and attach to an e-mail sent to finaid@goucher.edu. We normally confirm receipt of documents sent by e-mail in 2-3 business days. (You may also get an automated e-mail when you first submit.)

You may also fax to 410-337-6504. If you send by regular mail (see address at top of form), then **please keep copies in your records as a backup**. Confirmation is not normally sent when you submit by fax or regular mail, so students should log in to Net Partner (www.goucher.edu/fast) 2 business days after faxing or 1 week after mailing, and check the Documents tab to confirm receipt.

Processing, Turnaround Time, and Monitoring your Financial Aid

- Please allow 10-15 business days for documents to be reviewed and processed.
 - In some cases, we may need to request additional documents after reviewing what you submit.
 - Please respond promptly to any e-mails from our office requesting additional clarifications or documents.
 - Students should check their financial aid file regularly using Goucher’s online financial aid tracking system called Net Partner.
 - <http://www.goucher.edu/netpartner>
 - Each screen is available under the “Menu” button.
 - Log in and review your “Documents” screen to see what is needed.
 - Respond to anything showing as “Not Received” or “Incomplete”.
 - We recommend you check online every 2-4 weeks from May through August.
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If you have any questions, or need additional assistance, please feel free to contact us:

410-337-6141 or finaid@goucher.edu