





Student's Name: \_\_\_\_\_ R-Number: \_\_\_\_\_

**D. PARENT(S) - Income to Be Verified**

**TAX RETURN FILERS:** Complete this section if the parent(s) filed or will file a 2018 tax return with the IRS. If two parents were reported in Section B of this worksheet, the instructions and certifications below refer and apply to both parents. *NOTE: If the parent(s) filed or will file a 2018 IRS 1040-X Amended Tax Return, they must contact the Rollins Financial Aid Office before completing this section.*

**How to get your tax information to the Rollins Financial Aid Office:**

- The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. If the parent(s) have not already used the tool, go to FAFSA.gov, log in to the student's FAFSA record, select "Make FAFSA Corrections," and navigate to the "Financial Information" section of the form. From there, follow the instructions to determine if the student's parent(s) are eligible to use the Data Retrieval Tool to transfer 2018 IRS income tax information into the student's FAFSA.
- If the parent(s) is/are unable or chooses not to use the IRS Data Retrieval Tool, they will have to submit a **SIGNED** copy of their **2018 Federal Tax Return**.

- Check here if the parent(s) have used the IRS Data Retrieval Tool or plans to after the submission of this document.
- Check here if the parent(s) have included a **SIGNED** copy of their 2018 Federal Tax Return or will send it to the Rollins Financial Aid Office after the submission of this document.

*Only complete the section below if the parent(s) will not file and are not required to file a 2018 income tax return with the IRS.*

**IF YOUR PARENT(S) DO NOT FILE A TAX RETURN:** If the parent(s) did not file a tax return with the IRS, they must obtain a "Verification of Non-Filing Letter" from the IRS. There are two methods to request this letter.

- <https://irs.gov/individuals/get-transcript>
- <https://www.rollins.edu/financial-aid/financial-aid-forms/>

Check here if the parents(s) have requested their "Verification of Non-Filing Letter" and were not employed, and had no income from work in 2018.

Check here if the parent(s) have requested their "Verification of Non-Filing Letter" and were employed. List below the names of all their employers, the amount earned from each employer in 2018, and attach copies of all 2018 IRS W-2 forms issued by employers. *NOTE: List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student's name and R-Number at the top.*

Do **not** complete this box if you have already utilized the IRS Data Retrieval Tool or requested a tax return transcript.

Employer's Name	2018 Amount Earned	IRS W-2 Attached?

Student's Name: \_\_\_\_\_ R-Number: \_\_\_\_\_

**E. Certification 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 must sign and date.

*Please note: electronic signatures are not acceptable at this time.*

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date