

**** How to Obtain an IRS Tax Return Transcript From the IRS**

Be sure to request a Tax Return Transcript.

We cannot accept a Tax Account Transcript or copies of your 1040, 1040A or 1040EZ.

- Online request at www.irs.gov :
 1. On the main page under Tools, click “Get Transcript for My Tax Records”
 2. From here you may request a copy of you transcript to be received by mail.
- Paper Request: IRS Form 4506T – Must be used if you have moved since filing your taxes. Can be downloaded at www.irs.gov.
- Visit your local IRS Office.

STEP 3- 2016-2017 Income Information

Please detail your income for 2016 and anticipated for 2017. If married, please list each income separately. Failure to complete this section will delay your appeal.	2016 Parent 1	2016 Parent 2	2017 Parent 1	2017 Parent 2
Earnings from Work				
Unemployment Benefits				
Severance Pay				
Alimony				
Child Support Received for All Children				
Business Income and/or untaxed income and benefits				

STEP 4- Complete Verification Worksheet & Requirements

Complete the attached Verification Worksheet and attach all verification requirements listed on the form. This includes your and your parent(s) ~~W-2~~ IRS Tax Transcript **and** 2016 W-2's. Return it with this request and your documentation to the Student Financial Services Office.

Required Signatures

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

STUDENT SIGNATURE: _____ **DATE:** _____

PARENT SIGNATURE: _____ **DATE:** _____

WARNING: If you purposely give false or misleading information in an attempt to obtain federal financial aid, you may be fined up to \$20,000 and/or incarcerated.

Your Free Application for Federal Aid (FAFSA) was selected for review in a process called verification. Before awarding Federal Student Aid, we must ask you to confirm the information you reported on your FAFSA. We will compare your FAFSA with the information you report on this form and any other required documentation. If there are differences, your FAFSA information may need to be corrected by you or by Chestnut Hill College. You and a parent whose information was reported on the FAFSA must complete and sign this worksheet and submit it to our office to prevent any delays in processing your request for financial aid. Submit this completed form with any required documentation to Student Financial Services.

Student Information:

Last Name	First Name	M.I.	CHC ID#
E-Mail Address			Phone Number

Section A

Dependent Student’s Family Information

List below the people in the parent(s) household. Include:

- The student
- The parent(s) (including a step-parent) even if the student does not live with the parent.
- Your parent(s)’ other children if your parents will provide more than half of their support from July 1, 2018, through June 30, 2019, or if the children would be required to provide parental information if they were completing a FAFSA for 2018-2019. Include children who meet either of these standards, even if they do not live with the parent(s).
- Other people if they now live with your parent(s) and your parent(s) provide more than half of their support and will continue to provide more than half of their support through June 30, 2019.
- Include the name of the college for any household member, who will be enrolled at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2018, and June 30, 2019. If your parents are divorced or separated, answer the questions about the parent you lived with more during the past 12 months. (If you did not live with one parent more than the other, give answers about the parent who provided more financial support during the past 12 months or during the most recent year that you actually received support from a parent.) If this parent is remarried as of today, answer the questions about that parent and your stepparent.

If more space is needed, provide a separate page with the student’s name and ID number at the top.

Full Name	Age	Relation to Student	College
		Self/Student	Chestnut Hill College

Note: We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary educational institutions is inaccurate.

