

**** 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- 201 -201 Income Information

Please detail your income for 201 and anticipated for 201. If married, please list each income separately. Failure to complete this section will delay your appeal.	201 Student	20Spouse	201 Student	201 Spouse
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 spouse’s (if applicable) ~~201~~ IRS Tax Transcript and ~~201~~ 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 spouse whose information was reported on the FAFSA must sign and date.

STUDENT SIGNATURE: _____ **DATE:** _____

SPOUSE 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

Independent Student’s Family Information

List below the people in your household. Include:

- The student
- The student’s spouse, if the student is married
- The student’s or spouse’s children if the student or spouse will provide more than half of their support of the other person’s support from July 1, 2018 through June 30, 2019, even if a child does not live with the student. ***Include children who meet either of these standards, even if they do not live with you.***
- Other people only if they live in your household who will receive more than 50% of his/her financial support from me between now and 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 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.

Name: _____

Student ID: _____

Instructions: Complete this section if you, the student, filed or will file a 2016 income tax return with the IRS. 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.ed.gov, log in to 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 2016 IRS income tax information into your FAFSA. If you need more information about when, or how to use the IRS Data Retrieval Tool you may contact the financial aid office.

Section B

Student Tax Transcript and Income Information

Are you or will you be required to file a 2016 Federal Income Tax Return? **You must check Yes or No.**

Yes. Please submit a copy of your 2016 Federal Tax Return Transcripts or transfer your tax information by using the **IRS Data Retrieval Tool (DRT) available through the student's FAFSA.**

No. Complete the table below, submit copies of ALL 2016 W-2 forms. If applicable, enter zeros then continue to the next step. Do not leave blank. **YOU WILL BE REQUIRED TO PROVIDE CHESTNUT HILL COLLEGE WITH VERIFICATION OF A NON-FILING STATUS by completing a 4506T form.**

Sources of Income (Fill out only if you did NOT file taxes)	IRS W-2 Provided?	Amount Earned in 2016
<i>(Example) ABC's Auto Body</i>	<i>Yes</i>	<i>\$4,500.00</i>
Total Amount of Income Earned From Work		\$

Spouse (if student is filing married filing separate) Tax Transcript and Income Information

Are you or will you be required to file a 2016 Federal Income Tax Return? **You must check N/A, yes or no.**

Yes. Please submit a copy of your spouse's 2016 Federal Tax Return Transcripts.

No. Complete the table below, submit copies of ALL 2016 W-2 forms. If applicable, enter zeros then continue to the next step. Do not leave blank. **YOU WILL BE REQUIRED TO PROVIDE CHESTNUT HILL COLLEGE WITH VERIFICATION OF A NON-FILING STATUS by completing a 4506T form.**

Sources of Income (Fill out only if you did NOT file taxes)	IRS W-2 Provided?	Amount Earned in 2016
<i>(Example) ABC's Auto Body</i>	<i>Yes</i>	<i>\$4,500.00</i>
Total Amount of Income Earned From Work		\$

Section C

Certification & Signature: By signing this worksheet, I certify all the information reported is complete and correct:

Student Signature Date

Spouse Signature (If married) Date

Please all pages of this worksheet AND all supporting documentation to:
Student Financial Services, 9601 Germantown Avenue, Philadelphia, PA 19118
Fax: (215) 242-7705 Email: finaid@chc.edu