



Office of Financial Aid
 Waycross Campus (912) 287-6584
 Jesup (912) 427-5800
 Alma (912) 632-0951
 Camden (912) 510-3327
 Hazlehurst (912) 379-0041
 Baxley (912) 367-1700
 Golden Isles (912) 262-4999
 Website: www.coastalpines.edu

**Independent
 Student
 Tax and Income
 Verification
 Worksheet Form:
 IVTI20**
 Aid Year: 2019-2020

Please *Type* or *Print* clearly.

Student Information:

Full Name (last, first, and middle initial)

CPTC – Student ID Number

Date of Birth

Federal Student Aid Programs: Your application was selected for review in a process called “Verification.” In this process, the Office of Financial Aid will be comparing information from your FAFSA application with your (and your spouse’s) financial documents. We are required to review your FAFSA information under financial aid program rules (34 CFR, Part 668). The law states we have the right to ask you for this information before awarding Federal Aid. If there are differences between your application information and your financial documents, corrections to your FAFSA may be required.

Student Tax and Income Information:

For a faster alternative to requesting the IRS Tax Return Transcript, you can correct your FAFSA online by going to www.fafsa.gov and use the IRS Data Retrieval Tool.

Check ONE box and then refer to the right column.	Additional Documentation Required:
<input type="checkbox"/> I used the IRS Data Retrieval Tool on the FAFSA. If you used the IRS Data Retrieval Tool, <i>and did not change the information retrieved</i> , you do not need to submit a 2017 Federal Tax Return Transcript.	Do not submit tax transcript unless requested by our office.
<input type="checkbox"/> I am attaching my 2017 IRS Tax Return Transcript . Coastal Pines Tech will not accept copies of tax returns.	2017 IRS Tax Return Transcript.
<input type="checkbox"/> I filed an amended 2017 Tax Return. If you selected this option, you must submit a Tax Return Transcript and a signed copy of your 1040X.	Signed copies of both the 2017 IRS Tax Return AND IRS Tax Form 1040X
<input type="checkbox"/> I did not file a 2017 Tax Return AND I am not required to file a Tax Return. If you selected this option, list your employer(s) and income earned and attach W-2s and a Verification of Non-Filing Letter from the IRS.	Request Verification of Non-Filing Letter from IRS Using Form 4506-T

Employer	Earnings/Income	Employer	Earnings/Income
	\$		\$
	\$		\$
	\$		\$

Certification and Signature

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

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, if a dependent student) must sign and date.

Student’s Signature

Date

Spouse’s Signature (if applicable)

Date

Do not mail this form to the Department of Education. Submit this worksheet to the Office of Financial Aid!

Verification of 2017 IRS Federal Income Tax Return Information

The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of the FAFSA on the Web at www.fafsa.gov. In most cases, no further documentation is needed to verify 2017 IRS income tax return information that was transferred into the student's FAFSA using the IRS DRT, **if that information was not changed**. If a student or parent changes his/her tax information on the student's FAFSA application after the original data was successfully matched with the IRS, Coastal Pines Technical College will require the student to submit a 2017 Federal Tax Return Tax to verify if a correction needs to be made to the student's FAFSA.

Tax filers can request from the IRS an IRS Tax Return Transcript of their 2017 IRS tax return, free of charge, in one of the following ways:

- **Online Request:** Available on the IRS Website at www.irs.gov
- **Telephone Request:** Available from the IRS by calling (800) 908-9946
- **By using the IRS2Go mobile app**
- **Paper Request Form – IRS Form 4506T-EZ used to request an IRS Tax Return Transcript:** The form is available in the CPTC Office of Financial Aid or by downloading from www.irs.gov. Mail or fax the completed IRS Form to the appropriate address (or FAX number) provided on page 2. Tax filers can expect to receive the Return Transcript within 10 business days from the time the IRS receives and processes the signed request.

Non-tax filers can request from the IRS a Verification of Non-Filing letter, free of charge, in one of the following ways:

- **Online Request:** Available on the IRS Website at www.irs.gov
- **Telephone Request:** Available from the IRS by calling (800) 908-9946
- **Paper Request Form – IRS Form 4506-T used to request a Verification of Non-filing letter:** The form is available in the CPTC Office of Financial Aid or by downloading from www.irs.gov. Mail or fax the completed IRS Form to the appropriate address (or FAX number) provided on page 2. Non-tax filers can expect to receive the letter of non-filing within 10 business days from the time the IRS receives and processes the signed request.

Other Notes:

Individuals Who Filed an Amended IRS Income Tax Return

If an individual filed an amended IRS income tax return for tax year 2017, provide both of the following: A signed copy of the 2017 IRS Form 1040X "Amended U.S. Individual Tax Return" that was filed with the IRS **AND** a 2016 IRS Tax Return Transcript (signature not required).

Individuals Who Were Victims of IRS Identity Theft

A victim of IRS identity theft who has been unable to obtain a 2017 IRS Tax Return Transcript or use the IRS DRT, must submit a 2017 Tax Return Data Base View (TRDBV) transcript as well as a signed statement indicating that they were victims of tax-related identity theft and that the IRS has been made aware of it. Please call the IRS's Identity Protection Specialized Unit (IPSU) at 1.800.908.4490.

As set forth in the student catalog, Coastal Pines Technical College (CPTC) does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The following persons have been designated to coordinate the College's implementation of non-discrimination policies: Katrina Howard, Title IX Coordinator, Jesup, Office 132, khoward@coastalpines.edu, 912.427.5876; Cynthia Linder, Title IX Coordinator, Waycross Campus, clinder@coastalpines.edu, 912.287.4098; Cathy Montgomery, ADA/Section 504 Coordinator, Golden Isles, Office 1141, cmontgomery@coastalpines.edu, 912.262.9995.