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# Verification of 2018 Income Information for Independent Students

**FINANCIAL AID**  
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\*\*\*An incomplete form will delay processing\*\*\*

Student Name \_\_\_\_\_ NMU IN \_\_\_\_\_

**\*\*Be sure to include the student's name and NMU IN on any of the additional documents you submit with this form\*\***

## TAX FILERS:

Complete this section if the student (and spouse, if married) filed a 2018 IRS income tax return. There are three options for verifying income information for tax filers – please choose one of the options below:

- I have enclosed a **signed** copy of my 2018 Federal Income Tax Return, including Schedules 1, 2, and 3, if filed.
- I have transferred my 2018 IRS income tax return information into the FAFSA using the IRS DRT in FAFSA on the Web (fafsa.gov).
- I have enclosed a copy of my 2018 IRS Tax Return Transcript from the IRS.

### Requesting a Tax Return Transcript:

- Transcripts may be requested by calling the IRS at **800-908-9946** or by creating an account at [irs.gov/transcripts](https://www.irs.gov/transcripts) and using the "Get Transcript Online" function.
- Be sure to request the correct type of transcript from the IRS – it **must be the RETURN transcript**.

### Important Notes on Providing Tax Return Information:

- **IF STUDENT IS MARRIED, AND FILED SEPERATELY**, 2018 Federal Income Tax Returns, including Schedules 1, 2, and 3, or IRS Tax Return Transcripts **must be provided for both** individuals. This applies even if you were not married in 2018.
- Although not required in every case, we suggest also **submitting copies of all 2018 W-2 forms** received.
- If you have filed an amended return (Form 1040X), filed a foreign return, were a victim of identity theft, or have not yet filed *and were granted a filing extension beyond the standard six months*, please contact our office for further instructions.

**NEED HELP?** Contact us, or visit [nmu.edu/financialaid/verification](https://nmu.edu/financialaid/verification) for additional information

## NON-TAX FILERS:

Complete this section **ONLY if the student (and spouse, if married) did not, and were not required to, file a 2018 income tax return** with the IRS. Follow each of the steps below:

**Step 1: A Verification of Non-Filing Letter from the IRS for 2018 must be submitted for each non-tax filer.** You can request this letter from the IRS by creating an account at [irs.gov/transcripts](https://www.irs.gov/transcripts) or by **submitting a completed IRS Form 4506-T to the IRS**. 4506-Ts can be found on the IRS website or picked up from the Financial Aid Office. When completing the 4506-T, be sure to check the box on Line 7 – Verification of Nonfiling, indicate the 2018 year on Line 9, and check the box in the signature section.

**\*\*Once you receive the Non-Filing Letter, submit a copy to the Financial Aid Office.\*\***

**Step 2: Provide information on income earned in 2018.** Check the appropriate box below. For student (and spouse, if married) who earned income in 2018, you must also **submit copies of all 2018 W-2 Forms**.

- The student (and spouse, if married) was not employed and had no income earned from work in 2018.
- The student (and spouse, if married) was employed in 2018, but did not – and was not required to – file taxes. Enter information for each wage earner below and **submit copies of all 2018 W-2's**. If additional space is necessary, attach a separate sheet.

Employer's Name	Earned By	2018 Amount Earned	W-2 Provided by Employer?
<b>Example:</b> Wildcat Willy's Auto Body Shop	Suzy Smith	\$2,000.00	Yes

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

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

Student Signature \_\_\_\_\_

Date \_\_\_\_\_