

3. 2017 Income Information

INSTRUCTIONS FOR 2017 TAX FILERS: Check the appropriate box below for **both the student and/or spouse**.

The best way to verify income is by using the IRS Data Retrieval Tool (DRT) that is part of the FAFSA.

- I used the IRS Data Retrieval Tool (DRT) on the FAFSA.
- I am attaching my **2017 IRS Tax Return Transcript**.
- I am attaching a **signed** copy of my 2017 Tax Return
- I filed an amended 2017 Tax Return.

If you select this option you must submit a signed copy of your 1040X and a Tax Return Transcript or a signed copy of your 2017 Tax Return.

INSTRUCTIONS FOR 2017 NON-TAX FILERS: Complete this section if the student and/or spouse have not filed and are not required to file a 2017 Income Tax Return with the IRS. See step 4 for options on requesting a 2017 Verification of Non-Filing Letter.

Non-Filing Status (Select one option)

- I am attaching my **IRS Letter of Non-Filing Status** because I did not or was not required to file a 2017 Tax Return.
- I am **unable** to obtain an **IRS Letter of Non-Filing Status** and have attached documentation (i.e. screen shots) that verifies I have attempted to access the Letter of Non-Filing Status from the IRS website.

2017 Earnings Information (Select one option)

- I did not have earnings in 2017.
- I had earnings in 2017. You must list your employer(s) and income earned below **AND** attach W-2 form(s). **All W-2 forms must be provided.**

Employer	Earnings/Income

4. IRS Tax Transcript or Verification of Non-filing Letter Request Options

- Get a Transcript either ONLINE or by MAIL – Go to www.irs.gov, click “Get Your Tax Record”. Click “Get Transcript Online” or “Get Transcript by Mail”.
 - You must use the form 4506T if your address has changed since you last filed.
- Automated Telephone Request – 1-800-908-9946 (Only primary taxpayer on return can use this option)

5. Student – Identity Verification (Check the appropriate box)

- I am appearing in-person with valid, unexpired government-issued photo ID (such as a driver’s license, state identification card, military ID or passport). *The Financial Aid Office will make a copy.*
- I am attaching a copy of my valid, unexpired government-issued photo ID (such as a driver’s license, state identification card, military ID or passport) this **MUST BE ACKNOWLEDGED** in the notary statement in section 7.

6. High School Completion Status

(Check the correct box and provide the required documentation)

- High School Diploma:** Attach a copy of your high school diploma or high school transcript indicating your graduation date.
- GED:** Attach a copy of your GED certificate or GED transcript.
- Home School Graduate:** Attach a copy of your home school completion transcript (or equivalent), signed by your parent/guardian.
- Copy of your high school transcript AND a signed statement from your high school counselor** stating that, although you didn’t graduate, you did excel academically in high school.
- Copy of college transcript** showing successful completion of at least a 2-year program fully acceptable toward a bachelor’s degree.

7. Student – Statement of Educational Purpose

(Check the appropriate box and follow the instructions)

- I am appearing in-person to sign the statement below. *(Signature MUST be witnessed by a Financial Aid staff member.)*
- I am unable to appear in-person to submit the statement below and have had the statement notarized.

I certify that I, _____ am the individual signing this Statement of Educational Purpose and that the
(student's name)
federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending
Grays Harbor College for 2019-2020.

Student Signature _____ Date _____

FAO
Verification

Notary's Certificate of Acknowledgement

State of _____ City/County of _____

On _____, before me, _____,
(Date) (Name of Notary)

Personally appeared, _____, and provided to me on basis of satisfactory evidence
(Printed name of signer)

of identification _____ to be the above-named person who signed the foregoing
(Type of unexpired government-issued photo ID provided)

instrument.

WITNESS my hand and official seal:

(Notary's Signature) (seal)

My commission expires on _____
(date)

8. Certification and Signature

By signing this worksheet I certify that all of the information reported on it is complete and correct.

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

Student Signature _____

Date _____