

C. Dependent Student's Income Information to Be Verified

1. **TAX RETURN FILERS**—**Important Note:** If the student filed, or will file, an amended 2019 IRS tax return, the student must contact the CMN Financial Aid Coordinator before completing this section.

Instructions: Complete this section if the student, filed or will file a 2019 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 the student has not already used the tool, go to studentaid.gov, log in to the student's FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if the student is eligible to use the IRS Data Retrieval Tool to transfer 2019 IRS income tax information into the student's FAFSA. It takes up to two weeks for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers. If you need more information about when, or how to use the IRS Data Retrieval Tool see you're the CMN Financial Aid and Scholarships office.*

Check the box that applies:

- The student has used the IRS DRT in FAFSA on the Web to transfer 2019 IRS income tax return information into the student's FAFSA. *CMN will use the IRS information that was transferred in the verification process.*
- The student has not yet used the IRS DRT in FAFSA on the Web, but will use the tool to transfer 2019 IRS income tax return information into the student's FAFSA. *See instructions above for information on how to use the IRS Data Retrieval Tool. CMN cannot complete the verification process until the IRS information has been transferred into the FAFSA.*
- The student is unable or chooses not to use the IRS Data Retrieval Tool in FAFSA on the Web, and the student will submit to the school a **2019 IRS Tax Return Transcript(s)** or a **signed copy of the 2019 income tax return and applicable schedules**. *An IRS Tax Return Transcript may be obtained through mail, online, automated telephone request, or with a paper request form. The Financial Aid office has more information about each method.*
 - Check here if the student's IRS Tax Return Transcript or signed copy of the income tax return and applicable schedules is attached to this worksheet.*
 - Check here if the student's IRS Tax Return Transcript will be submitted to CMN later. Verification cannot be completed until the IRS tax return transcript has been submitted to CMN.*

2. **TAX RETURN NONFILERS**—Complete this section if the student will not file and is not required to file a 2019 income tax return with the IRS.

Check the box that applies:

- The student was not employed and had no income earned from work in 2019.
- The student was employed in 2019 and has listed below the names of all the student's employers, the amount earned from each employer in 2019, and whether an IRS W-2 form is attached. Attach copies of **ALL** 2019 IRS W-2 forms issued to the student by employers. *List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student's name and CWID at the top.*

Employer's Name	2019 Amount Earned	IRS W-2 Attached?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00(example)</i>	<i>Yes(example)</i>
<i>Total Amount of Income Earned from Work</i>		<i>\$</i>

D. Parent's Income Information to Be Verified—Note: If two parents were reported in Section B of this worksheet, the instructions and certifications below refer and apply to both parents.

1. **TAX RETURN FILERS**—**Important Note:** The instructions below apply to each parent included in the household. Notify the financial aid office if the parents filed separate IRS income tax returns for 2019 or had a change in marital status after December 31, 2019.

Instructions: Complete this section if the student's parent(s) filed or will file a 2019 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 the student's parent(s) has not already used the tool, the parent and the student should go to studentaid.gov, log in to the student's FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if the parent(s) is eligible to use the IRS Data Retrieval Tool to transfer 2019 IRS income tax information into the student's FAFSA. It takes up to two weeks for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers. If you need more information about whether or how to use the IRS Data Retrieval Tool see the student's financial aid administrator.*

Check the box that applies:

- The parents have used the IRS DRT in FAFSA on the Web to transfer 2019 IRS income tax return information into the student's FAFSA. *The student's school will use the IRS information transferred into the student's FAFSA to complete the verification process.*
- The parents have not yet used the IRS DRT in FAFSA on the Web, but will use the tool to transfer 2019 IRS income tax return information into the student's FAFSA. *See instructions above for information on how to use the IRS Data Retrieval Tool. CMN cannot complete verification until the parent has transferred IRS information into the student's FAFSA.*
- The parents are unable or choose not to use the IRS DRT in FAFSA on the Web, and instead will provide the institution with a 2019 IRS Tax Return Transcript(s) or a signed copy of the 2018 income tax return and applicable schedules. *An IRS Tax Return Transcript may be obtained through mail, online, automated telephone request, or with a paper request form. The Financial Aid office has more information about each method. If the parents are married, and separate 2019 tax returns were filed, 2019 IRS tax return transcripts must be submitted for each parent.*
- Check here if an IRS tax return transcript(s) is attached to this worksheet.*
- Check here if IRS tax return transcript(s) will be submitted to CMN. Verification cannot be completed until the IRS tax return transcript(s) has been submitted to CMN.*

2. **TAX RETURN NONFILERS**—Complete this section if the student's parent(s) will not file and is not required to file a 2019 income tax return with the IRS.

Check the box that applies:

- The parent(s) was not employed and had no income earned from work in 2019.
- The parent(s) was employed in 2019 and has listed below the names of all the parent's employers, the amount earned from each employer in 2019, and whether an IRS W-2 form is attached. Attach copies of **ALL** 2019 IRS W-2 forms issued to the parent(s) by employer(s). *List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student's name and CWID at the top.*

Employer's Name	2019 Amount Earned	IRS W-2 Attached?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00 (example)</i>	<i>Yes (example)</i>
<i>Total Amount of Income Earned from Work</i>		<i>\$</i>

Student's Name: _____ CWID: _____

E. Certification and Signatures

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. The student and one parent must sign and date.

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

Student's Signature

Date

Parent's Signature

Date

Return original form to:
The College of the Muscogee Nation Financial Aid and Scholarships
2170 Raven Circle
P.O. Box 917
Okmulgee, OK 74447
Phone: 918.549.2800
Fax: 918.759.6942
financialaid@cmn.edu

You should make a copy of this worksheet for your records.