



**C. Independent Student's Income Information to Be Verified**

1. **TAX RETURN FILERS—Important Note:** If you (or your spouse, if married) filed, or will file, an amended 2019 IRS tax return or had a change in marital status after December 31, 2019, you 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](http://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 & Scholarships office.*

**Check the box that applies:**

- I, the student, have used the IRS Data Retrieval Tool in FAFSA on the Web to transfer my (and, if married, my spouse's) 2019 IRS income information into my FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. *CMN will use the IRS information that was transferred in the verification process.*
- I, the student, have not yet used the IRS Data Retrieval Tool, but I will use the tool to transfer my (and, if married, my spouse's) 2019 IRS income information into my FAFSA once I have filed my 2019 IRS tax return. *See instructions above for information on how to use the IRS Data Retrieval Tool. CMN cannot complete the verification process until your (and, if married, your spouse's) IRS information has been transferred into the FAFSA.*
- I, the student, am unable or choose not to use the IRS Data Retrieval Tool in FAFSA on the Web, and I will submit to the school **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. **If you are married and you and your spouse filed separate 2019 tax returns, you must submit tax return transcripts for both you and your spouse.***
  - Check here if the student's IRS Tax Return Transcript 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 you, the student (and, if married, your spouse), will not file and are not required to file a 2019 income tax return with the IRS.

**Check the box that applies:**

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

Student's Name: \_\_\_\_\_ ID#: \_\_\_\_\_

**D. Certification and Signature**

I certify that all of the information reported on this worksheet is complete and correct. The student must sign this worksheet. If married, the spouse's signature is optional.

**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

\_\_\_\_\_  
Spouse's Signature

\_\_\_\_\_  
Date

***Return form to:***  
The College of the Muscogee Nation Financial Aid and Scholarships  
P.O. Box 917 2170 Raven Circle 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.***