

**Financial Aid Office**

5150 N. Maple Avenue, M/S JA 64

Fresno, CA 93740-8026

Phone: (559) 278-2182

Fax: (559) 278-4833

Student/Spouse Income Verification for Tax Filers

STUDENT ID	STUDENT LAST NAME	STUDENT FIRST NAME	PHONE NUMBER (with area code)
PLEASE PRINT IN BLACK INK			

The following information is required to continue processing your 2012-2013 financial aid application. In order for us to verify your and your spouse's 2011 income and wage information, you must provide information requested below. We strongly encourage you to utilize the IRS Data Retrieval functionality on the FAFSA- either in the initial filing of the FAFSA, or by submitting a correction at www.fafsa.gov

PLEASE NOTE: Copies of Tax Returns are no longer valid forms of income verification. If you were unable to use the IRS Data Retrieval function on the FAFSA, you **MUST** obtain a **2011 Tax Transcript** from the IRS to submit to our office. Transcripts must be requested by the tax filer directly from the IRS either online at www.irs.gov or by calling 1-800-908-9946. It can take up to 10 days for the IRS to process the request. Make sure you **do not** order an "Account Transcript" as this will not provide all the information needed.

Check the appropriate box below regarding your tax filing information:

Have successfully used the IRS Data Retrieval function on the FAFSA on _____.

⇒ No further tax documents are required at this time

mm/dd/yyyy

Unable to use the IRS Data Retrieval function on the FAFSA as:

Technical Difficulties/Other

Filed as head of household

Amended my/our tax return

Recently filed taxes on _____ electronically mailed

⇒ You **MUST** attach your 2011 IRS Tax Transcript

Tax filing status was Married Filing Separate

Reported married on FAFSA: Attach **BOTH** 2011 IRS Tax Transcripts

Reported separated or divorced on FAFSA: Attach **ONLY** your 2011 Tax Transcripts

Filing status was Married Filing Jointly; however marital status on the FAFSA was reported as Separated, Divorced, or Widowed

⇒ Attach your 2011 IRS Tax Transcript **AND** copies of all of your W2's

Filed or will file a 2011 Foreign Tax Return

⇒ Attach a signed and translated copy of your foreign tax return, which shows the 2011 Adjusted Gross Income (AGI) and Tax paid

By signing this worksheet, I(we) certify that all the information reported on it is complete and accurate.

Student Signature _____

Date _____

Spouse Signature (if applicable) _____

Date _____

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