



### C. Dependent Student's Income Information to Be Verified

1. TAX RETURN FILERS—**Important Note:** If the student filed, or will file, an amended 2021 IRS tax return, the student must contact the financial aid administrator before completing this section.

**Instructions:** Complete this section if the student, filed or will file a 2021 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 [FAFSA.ed.gov](https://fafsa.ed.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 2021 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 your financial aid administrator.*

**Check the box that applies:**

- The student **has used** the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2021 IRS income information into the student's FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. *The student's school will use the IRS information that was transferred in the verification process.*
- The student **has not yet used** the IRS Data Retrieval Tool in FAFSA on the web but will use the tool to retrieve and transfer 2021 IRS income information into the student's FAFSA once the student has filed a 2021 IRS tax return. *See instructions above for information on how to use the IRS Data Retrieval Tool. The student's school 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 **2021 IRS tax return transcript or a signed copy of the tax return**. *To obtain an IRS tax return transcript, go to [www.irs.gov](https://www.irs.gov), or call 1-800-908-9946.*
- 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 the student's school later. Verification cannot be completed until the IRS tax return transcript has been submitted to the student's school.*

### 2. TAX RETURN NONFILERS—For Students not required to file 2021 taxes

Please fill out the Kettering College Non-Tax Filer Forms- these forms can be found on the Kettering College web site [www.kc.edu](https://www.kc.edu) under financial aid forms. You must also provide proof from the IRS on non-tax filing for 2021. Information on this can also be found on the Kettering College web site or at [www.irs.gov](https://www.irs.gov)

**\*\*Any W2's received for 2021 must also be submitted with the form even if the student did not file taxes\*\***

### 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:** If the student's parent(s), filed or will file, an amended 2021 IRS tax return the student's financial aid administrator must be contacted before completing this section.

**Instructions:** Complete this section if the student's parent(s) filed or will file a 2021 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 [FAFSA.gov](https://fafsa.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 2021 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 student's parent **has used** the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2021 IRS income information into the student's FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. *The student's school will use the IRS information transferred into the student's FAFSA to complete the verification process.*
- The student's parent **has not yet** used the IRS Data Retrieval Tool, but will use the tool to transfer 2021 IRS income information into the student's FAFSA once the parent's IRS tax return has been filed.
- The parent **is unable or chooses not to** use the IRS Data Retrieval Tool, and the parent will submit to the student's school a copy of the parent's **2021 IRS tax return transcript or a signed copy of the tax return form**. *To obtain an IRS tax return transcript go to [www.IRS.gov](http://www.IRS.gov), or call 1-800-908-9946.*
  - Check here if an IRS tax return transcript(s) or signed 1040 is attached to this worksheet.*
  - Check here if IRS tax return transcript(s) or signed 1040 will be submitted to the student's school later. Verification cannot be completed until the IRS tax return transcript(s) has been submitted to the school.*

**3. 2. TAX RETURN NONFILERS— For Parents not required to file 2021 taxes**

Please fill out the Kettering College non-tax filer form- this form can be located on the Kettering College web site [www.kc.edu](http://www.kc.edu) under financial aid forms. You are also required to get proof from the IRS on non-tax filing for 2021. Information on this can also be found on the Kettering College web site or at [www.irs.gov](http://www.irs.gov)  
**\*\*Any W2's received for 2021 must also be submitted with the form even if the parent did not file taxes\*\***

**E. Student's Parent's Other Information to Be Verified**

***Child Support Paid in 2021***

**\*\*Children listed below cannot be listed in the household from section B of this form\*\***

Name of Children Child support was paid for

Name of child support recipient

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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

***Do not mail this worksheet to the U.S. Department of Education.  
Submit this worksheet to the financial aid administrator at your school.***

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