



Rockingham COMMUNITY COLLEGE

Financial Aid Office PO Box 38 Wentworth NC 27375

Phone: 336.342.4261 ext. 2203 Fax: 336.342.1809 Email: finaid@rockinghamcc.edu

42 Verification of 2018 IRS Income Tax Return Information for Parent Tax 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 2018 or had a change in marital status after December 31, 2018.

Instructions: Complete this section if the parents filed or will file a 2018 IRS income Tax return. **The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of the 2020-2021 FAFSA.** In most cases, no further documentation is needed to verify 2018 income information that was transferred into the student's FAFSA using the IRS DRT.

Check the box that applies:

- The parents have used the IRS DRT in *FAFSA on the Web* to transfer 2018 IRS income tax return information into the student's FAFSA.
- The parents have not yet used the IRS DRT in *FAFSA on the Web*, but will use the tool to transfer 2018 IRS income tax return 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 school a **2018 IRS Tax Return Transcript(s)**.

A **2018 IRS Tax Return Transcript** may be obtained through the:

- Get Transcript by Mail– Go to www.irs.gov. Under the Tools heading on the IRS homepage, click “Get a Tax Transcript by Mail.” Click “Get Transcript by MAIL.” Make sure to request the “IRS Tax **Return** Transcript” and **NOT** the “IRS Tax Account Transcript.”
 - Get Transcript Online – Go to www.irs.gov, under the tools heading, click “Get a Tax Transcript.” Click “Get Transcript Online.” Make sure to request the “IRS Tax **Return** Transcript.” and **NOT** the “IRS Tax Account Transcript.”
 - Telephone Request – 1-800-908-9946
 - Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T
- The parents are unable or chooses not to use the IRS DRT in FAFSA on the Web, and instead will provide the school a **hand-signed copy** of the **2018 Federal Tax Return(s)** (i.e., 1040, 1040A, 1040EZ).

In most cases, for electronic tax return filers, 2018 IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 2-3 weeks after the 2018 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2018 paper IRS income tax returns, the 2018 IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 6-8 weeks after the 2018 paper IRS income tax return has been received by the IRS. Contact the financial aid office if more information is needed about using the IRS DRT or obtaining an IRS Tax Return Transcript.

If the parents filed separate 2018 IRS income tax returns, the IRS DRT cannot be used and the **2018 IRS Tax Return Transcripts** or **hand-signed 2018 Federal Tax Return(s)** must be provided for each parent.

- Check here if a **2018 IRS Tax Return Transcript(s)** or **2018 Federal Tax Return(s)** is provided.
- Check here if a **2018 IRS Tax Return Transcript(s)** or **2018 Federal Tax Return(s)** will be provided later.

Student's name: _____ Student ID#: _____

Parent Signature: _____ Date: _____