



**Step 3: Student Tax Filing Status for calendar year 2017:** Please complete Option 1 or Option 2.

**Important Note:** The instructions below apply to the student.

**Instructions:** Complete this section if the student filed or will file a 2017 IRS income tax return(s). *The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at [FAFSA.gov](http://FAFSA.gov).* In most cases, no further documentation is needed to verify 2017 income information that was transferred into the student’s FAFSA using the IRS DRT if that information was not changed.

**Option 1: Student filed a 2017 IRS Tax Return:** Please select an option below.

**Check the box that applies:**

The student has used the IRS DRT in *FAFSA on the Web* to transfer 2017 IRS income tax return information into the student’s FAFSA.

The student has not yet used the IRS DRT in *FAFSA on the Web*, but will use the tool to transfer 2017 IRS income tax return information into the student’s FAFSA.

The student is unable or chooses not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school with a **2017 IRS Tax Return Transcript(s)**. **Select an option below:**

\_\_\_ Check here if a **2017 IRS Tax Return Transcript(s)** is provided.

\_\_\_ Check here if a **2017 IRS Tax Return Transcript(s)** will be provided later.

**Option 2: Student was a Non-tax Filer for calendar year 2017:** I certify that I did not, and am not required to file a 2017 U.S. federal tax return. Please select an option below.

The student was not employed and had no income earned from work in 2017.

The student was employed in 2017 and has listed below the names of all employers, the amount earned from each employer in 2017, and whether an IRS W-2 form or an equivalent document is provided. [Provide copies of all 2017 IRS W-2 forms issued to the student by their employer(s)]. List every employer even if the employer did not issue an IRS W-2 form.

Employer’s Name	2017 Amount Earned	IRS W-2 Provided?

**Step 4: Custodial Parent(s) Information**

\_\_\_\_\_  
Parent 1 Name

\_\_\_\_\_  
Parent 2 Name

\_\_\_\_\_  
Parent Phone Number

\_\_\_\_\_  
Parent Email Address

**Parent Marital Status:**

\_\_\_ Married/Remarried \_\_\_ Never Married \_\_\_ Divorced/Separated \_\_\_ Widowed \_\_\_ Unmarried-Parents Live Together

**Parent Marital Status Date (if not Never Married):** \_\_\_\_/\_\_\_\_/\_\_\_\_  
MM YYYY

**Step 5: Parent Tax Filing Status for calendar year 2017:** Please complete Option 1 or Option 2.

**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 2017 or had a change in marital status after December 31, 2017.

**Instructions:** Complete this section if the parents filed or will file a 2017 IRS income tax return(s). *The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at [FAFSA.gov](http://FAFSA.gov).* In most cases, no further documentation is needed to verify 2017 income information that was transferred into the student’s FAFSA using the IRS DRT if that information was not changed.

**Option 1: Parent(s) filed a 2017 IRS Tax Return:** Please select an option below.

**Check the box that applies:**

- The parents have used the IRS DRT in *FAFSA on the Web* to transfer 2017 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 2017 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 with a **2017 IRS Tax Return Transcript(s)**. **Select an option below:**

If the parents filed separate 2017 IRS income tax returns, the IRS DRT cannot be used and the **2017 IRS Tax Return Transcript(s)** must be provided for each.

- \_\_\_\_\_ Check here if a **2017 IRS Tax Return Transcript(s)** is provided.
- \_\_\_\_\_ Check here if a **2017 IRS Tax Return Transcript(s)** will be provided later.

**Option 2: Parent(s) was a Non-tax Filer for calendar year 2017:** I certify that I did not and am not required to file a 2017 U.S. federal tax return. Please select an option below.

- Neither parent was employed, and neither had income earned from work in 2017.
- One or both parents were employed in 2017 and have listed below the names of all employers, the amount earned from each employer in 2017, and whether an IRS W-2 form or an equivalent document is provided. [Provide copies of all 2017 IRS W-2 forms issued to the parents by their employers]. List every employer even if the employer did not issue an IRS W-2 form.

Employer's Name	2017 Amount Earned	IRS W-2 Provided?

Provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2018 that indicates a 2017 IRS income tax return was not filed with the IRS or other relevant tax authority.

- \_\_\_\_\_ Check here if confirmation of nonfiling is provided.
- \_\_\_\_\_ Check here if confirmation of nonfiling will be provided later.

**Step 6: Certifications and Signatures**

Each person signing below certifies that all of the information reported is complete and correct. The student and one parent whose information was reported on the FAFSA must sign and date.

**WARNING: If you purposely give false or misleading information, you may be fined, sent to prison, or both.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**Please return Verification Worksheet and all appropriate documentation to:**

Ursinus College  
Office of Student Financial Services  
601 E. Main St.  
Collegeville, PA 19426  
Fax: 610-409-3662

**DISCLAIMER: Do not email any documents containing Social Security numbers to our office – this is not a secure method to provide this information to us.**