

IRS Tax Return Options

The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. If you have not already used the tool, go to fafsa.gov, log in to your FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if you are eligible to use the IRS Data Retrieval Tool to transfer 2018 IRS income tax information into your 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 the student and spouse filed separate 2018 IRS income tax returns, the IRS DRT cannot be used and the 2018 IRS Tax Return Transcript(s) must be provided for each. Students can request a transcript by calling 1-800-908-9946. Transcripts will arrive by mail within 5-10 business days. Students can also obtain a transcript at 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." Or under the Tools heading, click "Get a tax transcript." Click "Get Transcript by MAIL." Make sure to request the "IRS Tax Return Transcript and NOT the "IRS Tax Account Transcript."

C. Tax filers only: Only complete this section if you filed a 2018 IRS tax return

Independent/Dependent students

- I, the student (and /or my spouse), have **used the IRS Data Retrieval Tool** and successfully transferred my 2018 tax information.
- I, the student, am unable or choose not to use the *IRS Retrieval Tool*, and **I will submit a 2018 IRS Tax Return Transcript or signed copy of the 2018 income tax return and applicable schedules.**

Dependent students only

- I, the parent, have **used the IRS Data Retrieval Tool** and successfully transferred my 2018 tax information.
- I, the parent, am unable or choose not to use the *IRS Retrieval Tool*, and **I will submit a 2018 IRS Tax Return Transcript or signed copy of the 2018 income tax return and applicable schedules.**

Non-Tax filers only Complete this section if you will not file/not required to file a 2018 IRS tax return

Independent/Dependent students

- I, the student (and /or my spouse) was NOT employed and had no income earned from work in 2018. **Both the student (and/ or your spouse) will need to request a "Verification of Non-filing Letter" from the IRS.**
- I, the student (and/or my spouse) was employed in 2018 and was not required to file. **Both the student (and/or your spouse) will submit copies of all of 2018 IRS W-2 forms or a 2018 wage and tax transcript and request a "Verification of Non-Filing Letter" from the IRS.**

Dependent students only

- I, the parent, was employed in 2018 and was not required to file. **The parent will submit copies of all of 2018 IRS W-2 forms or a 2018 wage and tax transcript and request a "Verification of Non-Filing Letter" from the IRS.**
- I, the parent was NOT employed and had no income earned from work in 2018. **The parent will need to request a "Verification of Non-filing Letter" from the IRS.**

List below the names of employers, the amount earned from working, and whether an IRS W-2 form was provided.

Employer Name	2018 Amount Earned	IRS W2 Provided?
<i>(example) ABC's Auto Body Shop</i>	<i>\$4,500</i>	<i>Yes</i>

Request for Verification of Non-Filing Letter

Paper Request

1. Download the IRS Form 4506Tat <http://www.irs.gov/pub/irs-pdf/f4506t.pdf>.
2. Print form off and complete lines 1-4. On line 7, check the box to indicate you would like to receive a Verification of Non-Filing, proof that you did not file a return for the year.
3. On line 9 indicate the ending date on the year or period. For 20-21 verification the date should be 12/31/2018.
4. Mail or fax the form to the correct location based on where you live. Use 2nd Page of 45067T to determine this address or fax number.
5. The Verification Letter of Non-Filing will be mailed to you within 10 business days.

D. High School Completion/Identity & Statement of Educational Purpose

Student Name: _____ Student ID Number: _____

The student must appear in person at University of Texas Permian Basin to verify his or her identity by presenting an unexpired valid government-issued photo identification (ID), such as, but not limited to, a driver’s license, other state-issued ID, or passport. The institution will maintain a copy of the student photo ID that is annotated by the institution with the date it was received and reviewed, and the name of the official at the institution authorized to receive and review the student’s ID. In addition, the student must sign, in the presence of the institutional official, the Statement of Educational Purpose provided below.

Verification of High School Completion

Check the Appropriate box below, choose only boxes that apply, and provide documentation if necessary:

- I am a High School Graduate and:
- An official copy of my final high school transcript is on file with my application for admission.
- I am providing a copy of my official high school transcript.
I received my GED and I am providing a copy of my official GED certificate.
I have successfully completed at least a two-year college program and an official transcript showing completion of at least a two-year college program is on file.
Home School Students:
- An official copy of my home schooled transcript or the equivalent is on file with my application for admission.
- I am providing a copy of my official home schooled transcript or the equivalent.
- An official copy of the secondary school completion credential for home schooling that is acceptable under TX law is on file with my application for admission.
- I am providing an official copy of the secondary school completion credential for home schooling that is acceptable under TX law.

Statement of Educational Purpose

I certify that I, _____, am the individual signing this Statement of Educational Purpose and that the Federal student financial assistance I may receive will only be used for educational purposes, and to pay the cost of attendance at University of Texas Permian Basin.

Signature: _____

Date: _____

Office Use Only

In Person

- Verified Government Issued Photo ID is legitimate, is the likeness of the person presenting it, and made a copy of photo id
Witnessed student signing form
Verified documentation for H.S. completion is in

Used Notary – Received via Mail

- Received Notary’s Certificate of Acknowledgement with WET signatures
Copy of Student’s government issued Photo ID
Date stamp all documents
Staff Signature: _____

E. Certification and Signature

I certify that all of the information reported on this worksheet is completed and correct. Both student and parent signatures are required for dependent students.

Student signature

Date

Parent signature

Date

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

If you are able to present the “High School Completion/Identity and Statement of Educational Purpose” in person at the UTPB financial aid office, then please print it out and walk it into our office as soon as you can. We will help you complete it.

HOWEVER, if you are unable to present this document in person, please print out the form AND this page as well, and complete it in the presence of a Notary Public. (Call us if you need help with finding a Notary).

Our office must receive actual signatures of you, the student, and your chosen Notary – in other words, electronic or typed signatures are not acceptable.

**Notary’s Certificate of Acknowledgement
For Verification of Identity and Statement of Educational Purpose**

State of _____

City/County of _____

On _____, before me, _____

Date

Notary’s Name

Personally appeared _____ and proved to me on basis of satisfactory evidence of

Printed name of Signer

identification, _____, to be the above named person who signed the

foregoing instrument. Type of government-issued Photo ID provided

WITNESS my hand and official seal

(SEAL)

Notary Signature

Commission expiration date

U.S. Mail

1. This form with wet signatures of student and notary
2. Copy of student’s government-issued photo ID used by notary to confirm identity
to
UT Permian Basin, Office of Financial Aid, 4901 E. University Blvd., Odessa, TX 79762