



**C. Verification of 2019 Income Information for Parent Tax Filers**

**A. TAX RETURN FILERS - Apply to each parent in the household. Complete this section if your parent(s) filed or will file a 2019 Income Tax Return with the IRS.**

- 1.** The parents **have used** the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2019 IRS income tax return information into the student's FAFSA. *The Grambling State University Financial Aid Office will use the IRS information that was transferred in the verification process.*
- 2.** The parents are **unable or choose not to use** the IRS Data Retrieval Tool in FAFSA on the Web, and instead will provide the school with a **2019 IRS Tax Return Transcript(s)**. Signature is not required. *To obtain a 2019 IRS Tax Return Transcript, go to [www.irs.gov](http://www.irs.gov), under the Tools heading click "Get a Tax Transcript", or call 1-800-908-9946.*
- 3.** I am **unable or choose not to use** the IRS Data Retrieval Tool in FAFSA on the Web, and instead will provide the school a signed copy of my 2019 income tax return that was submitted to the IRS.
- 4.** The parents are required to file a 2019 IRS income tax return and have been **granted a filing extension** by the IRS. The parents will provide the following documents:
  - a.** A copy of the IRS Form 4868, "Application for Automatic Extension of Time to File U.S. Individual Income Tax Return," that was filed with the IRS for tax year 2019; and
  - b.** A copy of the IRS's approval of an extension beyond the automatic six-month extension for year 2019; and
  - c.** A copy of IRS Form W-2 for each source of employment income received for tax year 2019 and, if self-employed, a signed statement certifying the amount of the individual's AGI and the U.S. income tax paid for tax year 2019.
- 5.** The parents have **filed an amended** IRS income tax return for tax year 2019. The parents will provide the following documents:
  - a.** A **2019 IRS Tax Return Transcript** (that will only include information from the original tax return & does not have to be signed), OR any other IRS tax transcript(s) that includes all of the income and tax information required to be verified; and
  - b.** A signed copy of the 2019 IRS Form 1040X, "Amended US Individual Income Tax Return," filed with the IRS.
- 6.** The parents are a **victim of identity theft** and have been unable to obtain a **2019 IRS Tax Return Transcript** or use the IRS Data Retrieval Tool. The parents will provide the following documents:
  - a.** A Tax Return DataBase View (TRDBV) transcript obtained from the IRS, or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified; **and**
  - b.** A statement signed and dated by the tax filer indicating that he or she was a victim of IRS tax-related identity theft and that the IRS is aware of the tax-related identity theft.
- 7.** Parent(s) are an individual **who filed or will file a 2019 income tax return with the relevant taxing authority of a U.S. territory, commonwealth**, (e.g., Puerto Rico, Guam, American Samoa, the U.S. Virgin Islands, the Northern Marianas Islands), **or with a foreign central government**. Parent(s) will provide a signed copy of the 2019 tax account information issued by the tax authority.

**B. NON TAX RETURN FILERS — Apply to each parent in the household. Complete this section if the parent **will not file** and is **not required** to file a 2019 Income Tax Return with the IRS. **Note: We may require you to provide documentation from the IRS that indicated a 2019 IRS income tax return was not filed with the IRS.** Check the box that applies:**

- I (if married, and my spouse) was not employed and had no income earned from work in 2019. **(must complete a 2021-2022 Low Income Form. Form can be found at [www.gram.edu/finaid](http://www.gram.edu/finaid) )**
- I (if married, and/or my spouse) was employed in 2019 and have listed below the names of all my employers, and the amount earned from each employer in 2019, whether an IRS W-2 form is provided. **Please attach copies of all 2019 IRS W-2 forms issued by your employers along with a non-filing statement.** If more space is needed, attach a separate page with student's name and G Number at the top.

Employer's Name	IRS W-2 Provided?	2019 Amount Earned
<i>ABC's Auto Body Shop (example)</i>	<i>Yes (example)</i>	<i>\$2,000.00 (example)</i>
<i>Total Amount of Income Earned from Work</i>		<i>\$</i>

**D. Verification of 2019 Income Information for Student Tax Filers**

**A. TAX RETURN FILERS** - Apply to the student. Complete this section if you filed or will file a 2019 Income Tax Return with the IRS.

- 1. I have used** the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2019 IRS income tax return information into the student's FAFSA. *The Grambling State University Financial Aid Office will use the IRS information that was transferred in the verification process.*
- 2. I am unable or choose not to use** the IRS Data Retrieval Tool in FAFSA on the Web, and instead will provide the school with a **2019 IRS Tax Return Transcript(s)**. Signature is not required. *To obtain a 2019 IRS Tax Return Transcript, go to [www.irs.gov](http://www.irs.gov), under the Tools heading click "Get a Tax Transcript", or call 1-800-908-9946.*
- 3. I am unable or choose not to use** the IRS Data Retrieval Tool in FAFSA on the Web, and instead will provide the school a signed copy of my 2019 income tax return that was submitted to the IRS.
- 4. I am required to file a 2019 IRS income tax return and have been granted a filing extension** by the IRS. I will provide the following documents:
  - a. A copy of the IRS Form 4868, "Application for Automatic Extension of Time to File U.S. Individual Income Tax Return," that was filed with the IRS for tax year 2019; and
  - b. A copy of the IRS's approval of an extension beyond the automatic six-month extension for year 2019; and
  - c. A copy of IRS Form W-2 for each source of employment income received for tax year 2019 and, if self-employed, a signed statement certifying the amount of the individual's AGI and the U.S. income tax paid for tax year 2019.
- 5. I have filed an amended** IRS income tax return for tax year 2019. I will provide the following documents:
  - a. A **2019 IRS Tax Return Transcript** (that will only include information from the original tax return & does not have to be signed), OR any other IRS tax transcript(s) that includes all of the income and tax information required to be verified; and
  - b. A signed copy of the 2019 IRS Form 1040X, "Amended US Individual Income Tax Return," filed with the IRS.
- 6. I am a victim of identity theft** and have been unable to obtain a **2019 IRS Tax Return Transcript** or use the IRS Data Retrieval Tool. I will provide the following documents:
  - a. Tax Return DataBase View (TRDBV) transcript obtained from the IRS, or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified; **and**
  - b. A statement signed and dated by the tax filer indicating that he or she was a victim of IRS tax-related identity theft and that the IRS is aware of the tax-related identity theft.
- 7. I am an individual who filed or will file a 2019 income tax return with the relevant taxing authority of a U.S. territory, commonwealth, (e.g., Puerto Rico, Guam, American Samoa, the U.S. Virgin Islands, the Northern Marianas Islands), or with a foreign central government.** I will provide a signed copy of the 2019 tax account information issued by the tax authority.

**B. NON TAX RETURN FILERS** — Apply to the student. Complete this section if you **will not file** and is **not required** to file a 2019 Income Tax Return with the IRS. **Note: We may require you to provide documentation from the IRS that indicated a 2019 IRS income tax return was not filed with the IRS.** Check the box that applies:

- I was not employed and had no income earned from work in 2019.
- I was employed in 2019 and have listed below the names of all my employers, and the amount earned from each employer in 2019, whether an IRS W-2 form is provided. **Please attach copies of all 2019 IRS W-2 forms issued by your employers along with a non-filing statement.** If more space is needed, attach a separate page with your name and G Number at the top

Employer's Name	IRS W-2 Provided?	2019 Amount Earned
<i>ABC's Auto Body Shop (example)</i>	<i>Yes (example)</i>	<i>\$2,000.00 (example)</i>
<i>Total Amount of Income Earned from Work</i>		<i>\$</i>

Student's Name: \_\_\_\_\_ G#: \_\_\_\_\_

**E. Identity and Statement of Educational Purpose (To Be Signed at Grambling State University)**

The student must appear in person at Grambling State University to  
(Name of Postsecondary Educational Institution)  
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's 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.

**Statement of Educational Purpose**

I certify that I \_\_\_\_\_ am the individual signing this Statement of Educational Purpose and that the  
(Print Student's Name)  
Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending  
Grambling State University for 2021-2022.  
(Name of Postsecondary Educational Institution)

\_\_\_\_\_  
(Student's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Authorized Financial Aid Administrator's Signature)

\_\_\_\_\_  
(Date)

**Identity and Statement of Educational Purpose  
(To Be Signed in the Presence of a Notary)**

**NOTE: This section is required ONLY if form is NOT completed in person**

If the student is unable to appear in person at Grambling State University to verify his or her identity, the student must provide to the institution:

- (a) A copy of the unexpired valid government-issued photo identification (ID) that is acknowledged in the notary statement below, or that is presented to a notary, such as , but not limited to, a driver's license, other state-issued ID, or passport; and
- (b) The **original** Statement of Educational Purpose provided below, which must be notarized. If the notary statement appears on a separate page than the Statement of Educational Purpose, there must be a clear indication that the Statement of Educational Purpose was the document notarized.

State of \_\_\_\_\_

City/County of \_\_\_\_\_

On \_\_\_\_\_, before me, \_\_\_\_\_,  
(Date) (Notary's name)

personally appeared, \_\_\_\_\_, and proved to me  
(Printed name of signer)

on the basis of satisfactory evidence of identification \_\_\_\_\_  
(Type of unexpired government-issued photo ID provided)  
to be the above-named person who signed the foregoing instrument.

**WITNESS my hand and official seal**  
(seal)

\_\_\_\_\_  
(Notary signature)

My commission expires on \_\_\_\_\_  
(Date)

**F. High School Completion Status**

Provide one of the following documents to indicate the student's high school completion status when the student begins college in 2021–2022:

- A copy of the student's high school diploma.
- For students who completed secondary education in a foreign country, a copy of the "secondary school leaving certificate" or other similar document.
- A copy of the student's final official high school transcript that shows the date when the diploma was awarded.
- A copy of the student's General Educational Development (GED) certificate or GED transcript. ***Grambling State University only accept GED certificate or Transcript from a student that is 25 years or older.***
- An academic transcript that indicates the student successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree.
- If State law requires a homeschooled student to obtain a secondary school completion credential for home school (other than a high school diploma or its recognized equivalent), a copy of that credential.
- If State law does not require a homeschooled student to obtain a secondary school completion credential for home school (other than a high school diploma or its recognized equivalent), a transcript or the equivalent, signed by the student's parent or guardian, that lists the secondary school courses the student completed and documents the successful completion of a secondary school education in a home school setting.

**G. Certification and Signatures**

Each person signing below on this worksheet certifies that all of the information reported on it 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 on this worksheet, you may be fined, sent to prison, or both.**

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

*Submit this worksheet to the Financial Aid Office at  
Grambling State University*

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