

## REQUEST FOR PARENT INCOME TAX INFORMATION

				XXX-XX-
Student's First Name	Last Name	MI	LMC ID	Last 4 digits of SSN

Information on your FAFSA requires confirmation of your parent's income information. Review the items below and **follow the appropriate action. Complete either item 1 OR item 2, not both.**

**1. Parent(s) have filed a 2016 Federal Income Tax Return with the Internal Revenue Service:**

Using the **IRS Data Retrieval Tool through the FAFSA on the Web**, pull in parent's 2016 income tax information to the FAFSA. For information on this procedure, go to:

<https://studentaid.ed.gov/sa/resources/irs-drt-text>.

This is the most efficient way to provide the tax information required. The Financial Aid Office will receive an updated FAFSA record with the IRS tax information included.

**OR**

If you are not able to complete the IRS Data Retrieval through the FAFSA, your parent must request a copy of the **2016 TAX RETURN TRANSCRIPT** from the IRS at <https://www.irs.gov/individuals/get-transcript> or by calling **800-908-9946**. There are different types of tax transcripts- It must be a **Tax Return Transcript**. Once received, submit it to the Financial Aid Office.

**2. There is a MISTAKE on the FAFSA and my parent(s) did not file and will not file a 2016 Federal Income Tax Return. Complete the grid below with information for the parent(s) included on the FAFSA that worked but is not required to file a tax return. If your parents did not have earnings in 2016, write their name(s) and "Not Employed". INCLUDE 2016 W-2 Wage Statements for all jobs.**

Parents Names	Employer's Name <i>(Example) ABC's Auto Body Shop</i>	IRS W-2/Equivalent Document Provided? Yes/No	Annual Amount Earned in 2016

**Certification and Signature:** *By signing this form, you are certifying that all of the information reported on the form is complete and accurate.*

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

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