



Financial Aid Office, 2755 E. Napier Avenue  
 Benton Harbor, MI 49022  
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## REQUEST FOR STUDENT 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 (and your spouse if married) income information. Review the items below and **follow the appropriate action. Complete only item 1 or item 2, not both.**

**1. You (and your spouse, if married) 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 your 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, you 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 I (and my spouse, if married) did not file and will not file a 2016 Federal Income Tax Return. Complete the grid below with information if you (or spouse) worked but are not required file a 2016 tax return. If you (or spouse) did not have earnings in 2016, enter the name and write "Not Employed". Sign and return this form. INCLUDE 2016 W-2 Wage Statements for all jobs.**

Student or Spouse's Name	Employer's Name <i>(Example) ABC's Auto Body Shop</i>	IRS W-2/Equivalent Document Provided?	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.*

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Student Signature

XXX-XX-  
Last 4 digits of SSN

Date