

Please submit this document to your respective Financial Aid Office.

**STEP 1 – STUDENT INFORMATION**

<i>Last Name</i>	<i>First Name</i>	<i>Social Security Number</i>	<i>Student ID Number</i>
<i>Permanent Address</i>	<i>Street &amp; Number</i>	<i>City/State/Zip</i>	<i>Date of Birth</i>
<i>Local Phone Number (Include Area Code)</i>	<i>Permanent Phone Number (Include Area Code)</i>	<i>Email Address</i>	

**STEP 2 – FAMILY INFORMATION**

If you are a **dependent student**, include:

- ❖ Yourself
- ❖ Your parents (including a stepparent) even if you do not live with your parents.
- ❖ Your parents' other children if your parents will provide more than half of their support from July 1, 2018, through June 30, 2019, or if the other children would be required to provide parental information if they were completing a FAFSA for 2018–2019. Include children who meet either of these standards even if the children do not live with your parents.
- ❖ Other people if they now live with your parents and the parents provide more than half of their support and will continue to provide more than half of their support through June 30, 2019.

For any household member (**not including parents**) who is, or will be, enrolled at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2018, and June 30, 2019, include the name of the college.

If more space is needed, please attach a separate page with your, the student's, name and ID number at the top.

Full Name	Age	Relationship	Name of College/Degree Program <i>(if at least half-time 2018-2019)</i>
		<i>Self</i>	<i>Columbia University in the City of New York</i>

**STEP 3 – STUDENT TAX TRANSCRIPT & INCOME INFORMATION**

Complete this section if you filed, will file or will not file a 2016 IRS income tax return. *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).*

**Check the box that applies if you filed or will file a 2016 IRS income tax return:**

You have used the IRS DRT in *FAFSA on the Web* to transfer 2016 IRS income tax return information into your FAFSA.

You have not yet used the IRS DRT in *FAFSA on the Web*, but will use the tool to transfer 2016 IRS income tax return information into the student's FAFSA once the 2016 IRS income tax return has been filed.

You are unable or choose not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school a **2016 IRS Tax Return Transcript**.

You are attaching a signed copy of your tax return. Tax returns include the 2016 IRS Form 1040, 1040A, 1040EZ, a tax return from Puerto Rico or a foreign income tax return.

You will not file a 2016 IRS income tax return and are not required to file.

Source of Income (Fill out only if you did NOT file taxes)	Amount Earned in 2016
<b>TOTAL</b>	

**NOTE: To request a Tax Return Transcript or a “W-2 Wage Summary” (if you did not keep a copy of your W-2 form) call the IRS at 800.908.9946. Please be advised that it may take a minimum of three weeks for the IRS to mail these documents to you.**

**STEP 4 – PARENT TAX TRANSCRIPTS & INCOME INFORMATION**

Complete this section if your parents filed, will file or will not file a 2016 IRS income tax return. *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).*

**Check the box that applies if your parents filed or will file a 2016 IRS income tax return:**

Your parents have used the IRS DRT in *FAFSA on the Web* to transfer 2016 IRS income tax return information into the student's FAFSA.

Your parents have not yet used the IRS DRT in *FAFSA on the Web*, but will use the tool to transfer 2016 IRS income tax return information into the student's FAFSA once the 2016 IRS income tax return has been filed.

Your parents are unable or choose not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school a **2016 IRS Tax Return Transcript**.

Your parents' tax returns (a signed copy) are attached. Tax returns include the 2016 IRS Form 1040, 1040A, 1040EZ, a tax return from Puerto Rico or a foreign income tax return.

Your parents will not file a 2016 IRS income tax return. Provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2017 that indicates a 2016 IRS income tax return was not filed with the IRS or other relevant tax authority. Complete the below:

- Check here if confirmation of non-filing is provided.
- Check here if confirmation of non-filing will be provided later.

Source of Income (Fill out only if you did NOT file taxes)	Amount Earned in 2016
<b>TOTAL</b>	

**NOTE: To request a Tax Return Transcript or a “W-2 Wage Summary” (if you did not keep a copy of your W-2 form) call the IRS at 800.908.9946. Please be advised that it may take a minimum of three weeks for the IRS to mail these documents to you.**

**STEP 5 – CERTIFICATION**

By signing this worksheet, I certify all the information reported is complete and correct:

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*Student Signature*                      *Date*                      *Student Name (Please Print)*                      *Student ID Number*

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*Parent Signature*                      *Date*                      *Parent (Please Print)*