

**A. Student Information**

Student ID E \_\_\_\_\_ Legal Name \_\_\_\_\_

**B. Household Information**

1. Write the names of all the people in your parent(s)' household. Include:
  - ✓ Yourself (the student).
  - ✓ Your parent(s). If your parents are divorced, indicate the parent you lived with the most during the last 12 months. If you did not live with one parent more than the other, list the parent who supplied more than half of your support. Include your step-parent if your parent is remarried. If your legal parents (biological or adopted) are unmarried but live together, list both parents. Grandparents, foster parents, legal guardians, aunts and uncles are not considered parents unless they have adopted you.
  - ✓ Your parent(s)' other children, if your parents will provide more than half of their support between July 1, 2018 and June 30, 2019, or if the children would be required to provide parental information when applying for federal aid.
  - ✓ Other dependents, if they now live with your parent(s), your parent(s) provide more than half of their support and will continue to provide more than half of their support between July 1, 2018 and June 30, 2019.
2. Include the date of birth of each person and their relationship to you (the student).
3. Add the name of the college for any household member who will be enrolled in a degree, diploma, or certificate program at least half-time between July 1, 2018 and June 30, 2019.

If more space is needed, provide a separate page with your name and EMU ID number at the top.

Full Name	Date of birth	Relationship to you	Name of College
1.		<i>Self</i>	<i>Eastern Michigan University</i>
2.			
3.			
4.			
5.			
6.			

**C. Untaxed IRA Distributions & Pensions (Rollover)**

Did you (the student) or your parent(s) report any Rollover IRA Distributions or Pensions on your 2016 Federal Tax Return 1040 (lines 15a and 16a) or 1040A (lines 11a and 12a)?

Yes. Please submit the following:  No. Proceed to Section D.

Indicate any rollover amounts for 2016

Submit 2016 1099-R forms (Distributions from Pensions, Annuities, Retirement or Profit Sharing Plans, IRSS, Insurance Contracts, etc.)

**D. Parent Federal Tax Information:**

Check the box that applies below. *Be sure to complete and submit any additional requirements indicated with a ✓*

- Parent(s) filed a 2016 Federal IRS Tax Return, Puerto Rican, or Foreign Income Tax Return.
- Parent(s) was employed and had income, but did not file and was not required to file a 2016 Federal IRS Tax Return.
  - ✓ List all parent(s)' employers and amount that was earned in 2016 in the chart below.
  - ✓ Submit copies of ALL parent(s) 2016 W-2 statements.
  - ✓ You must also submit a Verification of Non-Filing Letter from the IRS. *(Please see page 4 for instructions on ordering a Non-Filing Letter)*

Name of Employer	Amount Earned in 2016	2016 W-2 Form received from employer?	
	\$	Yes	No
	\$	Yes	No
	\$	Yes	No

- Parent(s) was not employed, did not have income and was not required to file a 2016 Federal IRS Tax Return.
  - ✓ You must also submit a Verification of Non-Filing Letter from the IRS. *(Please see page 4 for instructions on ordering a Non-Filing Letter)*.

**E. Student Federal Tax Information**

Check the box that applies below. *Be sure to complete and submit any additional requirements indicated with a ✓*

- Student filed a 2016 Federal Tax Return, Puerto Rican, or Foreign Income Tax Return.
- Student was employed and had income, but did not file and was not required to file a 2016 Federal IRS Tax Return.
  - ✓ List all employers and amount that was earned in 2016 in the chart below.
  - ✓ Submit copies of ALL student 2016 W-2 statements.

Name of Employer	Amount Earned in 2016	2016 W-2 Form received from employer?	
	\$	Yes	No
	\$	Yes	No
	\$	Yes	No

- Student was not employed, did not have income and was not required to file a 2016 Federal IRS Tax Return.

**F. Asset Information**

**Do not leave blank. Indicate zero or Not Applicable (N/A) if appropriate.**

Student Asset Information ↓		Parent Asset Information ↓
\$ _____	As of the date you filed the 2018-2019 FAFSA, what is your total current balance of cash, savings and checking accounts? <i>Do not include student financial aid.</i>	\$ _____
\$ _____	As of the date you filed the 2018-2019 FAFSA, what is the net worth of your investments, including real estate? Net worth means current value minus debt.  <i>Investments include: real estate (do not include the home in which you live), rental property, trust funds, UGMA/UTMA accounts, money market funds, mutual funds, certificates of deposit, stocks, stock options, bonds, other securities, Coverdell savings accounts, 529 college savings plans. Do not include the value of life insurance; retirement plans (pension funds, annuities, non-educational IRAs, Keogh plans, etc).</i>	\$ _____
\$ _____	As of the date you filed the 2018-2019 FAFSA, what is the net worth of your current businesses and/or investment farms?  <i>Business or farm value includes the current market value of land, buildings, machinery, equipment, inventory, etc. Do not include the net worth of a family owned and controlled small business with not more than 100 full-time or full-time equivalent employees.</i>	\$ _____

*Each person signing below certifies that all information reported 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 you may be fined, be sentenced to jail, or both.**

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**Instructions for completing IRS Data Retrieval Tool and ordering IRS documents**

**IRS Data Retrieval instructions**


Log in to your current FAFSA or start a new FAFSA at [fafsa.gov](http://fafsa.gov).  
 In the finances section of the FAFSA, you will see a "Link to IRS" button if you are eligible to use the DRT.  
 Click the "Link to IRS" button and log in to the IRS to retrieve your tax return information.  
 Review your tax return information, and see the tax data that will be transferred into your FAFSA.  
 Check the "Transfer My Tax Information into the FAFSA" box, and click the "Transfer Now" button.  
 Review your federal tax return information that has been transferred into the data fields on your FAFSA.

Both students and parents can use the IRS DRT. To learn more about the IRS DRT, visit [StudentAid.gov/irsdrt](http://StudentAid.gov/irsdrt).

**2016 IRS Tax Return Transcript Request Instructions**

<b>Get Transcript by MAIL</b> (5-10 calendar days) <i><b>preferred method</b></i>	<b>Get Transcript by Phone</b> (5-10 business days)	<b>Get Transcript Online</b> (Immediate access, but can be challenging)
Request Online: <a href="http://www.irs.gov/Individuals/Get-Transcript">www.irs.gov/Individuals/Get-Transcript</a> SSN or ITIN Birthdate Mailing Address from your last tax return Request Return Transcript  <i>or</i> Paper Request Form 4506-T Download the form at <a href="https://www.irs.gov/uac/about-form-4506t">https://www.irs.gov/uac/about-form-4506t</a> Complete items 1a - 4 Check Line 6(a) Return Transcript Sign and date the form	Dial: 1-800-908-9946  SSN Street Address (number only) Select "Option 2" to request an IRS Tax Return Transcript for 2016.  The tax transcript will be mailed to the address reported on the tax return.	Visit: <a href="http://www.irs.gov/Individuals/Get-Transcript">www.irs.gov/Individuals/Get-Transcript</a>  First time users will need to register and provide the following  <i>Required information:</i> Full Name Email Birthdate SSN or ITIN Tax Filing Status Current Address Mobile Account/Phone
<i>Mailing address for Michigan and Ohio residents only</i>  <b>IRS RAIVS Team</b> <b>P.O. Box 145500 Stop 2800 F</b> <b>Cincinnati, OH 45250</b>  *Other states please refer to the instruction sheet on the 4506-T form.		 <i>Required information:</i> Full Name Email Birthdate SSN or ITIN Tax Filing Status Current Address Mobile Account/Phone  <b>and</b> one of the following  Credit Card, or Mortgage or Home Equity Line of Credit, or Home Equity Line of Credit, or Auto Loan

**2016 Verification of Non-Filing Letter Request Instructions**

Download the 4506-T form at <https://www.irs.gov/uac/about-form-4506t>  
 Complete items 1a - 4  
 Check line 7 (Verification of Non-Filing)  
 Input "12/31/2016" into line 9  
 Sign and date the form  
 Mail the completed form to   
 Receive letter in 5-10 calendar days

*Mailing Address for Michigan and Ohio residents only*  
**IRS RAIVS TEAM**  
**P.O. Box 145500, Stop 2800 F**  
**Cincinnati, OH 45250**

*\*Other states please refer to the instruction sheet on the 4506-T form.*