

**Student Information (please print)**

Last Name	First Name	MI	Empower ID
Street Address			Date of Birth
City, State, Zip Code			Phone Number

**1. Household Information**

A. List the people your parent(s) will support between July 1, 2022 and June 30, 2023. Include:

- Yourself (even if you don't live with your parents).
- Your parents (including a stepparent).
- Your parent's other children if your parents will provide more than half of the children's support from July 1, 2022, through June 30, 2023, or if the other children would be required to provide parental information if they were completing a FAFSA for 2022–2023. Include children who meet either of these standards, even if a child does not live with the parents.
- Other people if they now live with your parents and your parents provide more than half of the other person's support and will continue to provide more than half of that person's support through June 30, 2023.

B. If any of your household members below attend college, write the name of the college below and mark if they 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, 2022, and June 30, 2023. **If your parent(s) attend college, include their information on this form, but circle N/A.**

Household member name	Age	Relationship to student	College (if attending)	Will be Enrolled at Least Half Time (Yes or No)
		<i>Self</i>	<i>Mercy College of Ohio</i>	Yes/No/NA
				Yes/No/NA
				Yes/No/NA
				Yes/No/NA
				Yes/No/NA
				Yes/No/NA
				Yes/No/NA

**2. Student Income Information: (IF YOU ARE A NON-TAX FILER, SKIP TO SECTION 3)****Check the box that applies:**

- ☐ The student has used the IRS DRT in *FAFSA on the Web* to transfer 2020 IRS income tax return information into the student's FAFSA. **NOW SKIP TO SECTION 4 OF WORKSHEET**
- ☐ The student has not yet used the IRS DRT in *FAFSA on the Web* but will use the tool to transfer 2020 IRS income tax return information into the student's FAFSA. *See instructions on page 3.* **NOW SKIP TO SECTION 4 OF WORKSHEET**
- ☐ The student is unable or chooses not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the institution with a **2020 IRS Tax Return Transcript(s) or a signed copy of the 2020 income tax return and applicable schedules.** *See instructions on page 3.* **NOW SKIP TO SECTION 4 OF WORKSHEET**

**3. Student Nontax Filer: IF YOU COMPLETED SECTION 2 ABOVE, SKIP TO SECTION 4**

**Check the box that applies**

- ☐ The student was not employed and had no income earned from work in 2020. **\*\*Provide a copy of the Verification on Non-Filing letter from the IRS\*\*** See instructions on page 3
- ☐ The student was employed in 2020 and did not file taxes and is not required to file a tax return. Please complete the table below and attach copies of all 2020 IRS W-2 statement(s). List every employer even if the employer did not issue an IRS W-2 form. **\*\*Provide a copy of the Verification on Non-Filing letter from the IRS\*\*** See instructions on page 3

Employer's Name	IRS W-2 or an Equivalent Document Provided?	Annual Amount Earned in 2020
<i>(Example) ABC's Auto Body Shop</i>	<i>Yes</i>	<i>\$4,500.00</i>
Total Amount of Income Earned from Work		\$

**4. Parent(s) Income Information: USE THE PARENT(S) INFORMATION FROM SECTION 1 \* (IF YOU ARE A NON-TAX FILER, SKIP TO SECTION 5)**
**Check the box that applies:**

- ☐ The parents have used the IRS DRT in *FAFSA on the Web* to transfer 2020 IRS income tax return information into the student's FAFSA. **NOW SKIP TO SECTION 6 OF WORKSHEET**
- ☐ The parents have not yet used the IRS DRT in *FAFSA on the Web* but will use the tool to transfer 2020 IRS income tax return information into the student's FAFSA. See instructions on page 3 **NOW SKIP TO SECTION 6 OF WORKSHEET**
- ☐ The parents are unable or choose not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the institution with a **2020 IRS Tax Return Transcript(s)** or a **signed** copy of the 2020 income tax return and applicable schedules). See instructions on page 3 **NOW SKIP TO SECTION 6 OF WORKSHEET**

**5. Parent Nontax Filers: IF YOU COMPLETED SECTION A. ABOVE, SKIP TO SECTION 6**
**Check the box that applies:**

- ☐ Neither parent was employed, and neither had income earned from work in 2020. **\*\*Provide a copy of the Verification of Non-Filing letter from the IRS\*\*** See instructions on page 3
- ☐ One or both parents were employed in 2020 and have listed below the names of all employers, the amount earned from each employer in 2020, and whether an IRS W-2 form or an equivalent document is provided. [Provide copies of all 2020 IRS W-2 forms issued to the parents by their employers]. List every employer even if the employer did not issue an IRS W-2 form. **\*\*Provide a copy of the Verification of Non-Filing letter from the IRS\*\*** See instructions on page 3

Employer's Name	IRS W-2 or an Equivalent Document Provided?	Annual Amount Earned in 2020
<i>(Example) ABC's Auto Body Shop</i>	<i>Yes</i>	<i>\$4,500.00</i>
Total Amount of Income Earned from Work		\$

## 6. Certifications and Signatures

Each person signing below certifies that all the 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, sent to prison, or both.**

\_\_\_\_\_  
Print Student's Name

\_\_\_\_\_  
Empower ID

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature (Required)

\_\_\_\_\_  
Date

### Tax Information Instructions

Both the student and the parent(s) are required to submit processed 2020 Federal Tax Information. The only acceptable methods to submit tax information are listed below:

IRS Data Retrieval Tool – Directly import your 2020 IRS data into your 2022-2023 FAFSA by logging into [fafsa.gov](https://fafsa.gov) and select “Make Correction”. Make sure to use the Data Retrieval Tool for both the student and the parent. Keep in mind that if your parents are married, but filed taxes separately, the data retrieval tool will not work, and you will need to order tax return transcripts for each parent (see information below) or submit a **signed** copy of their 1040 Federal Income Tax Return for 2020.

**Signed** Copy of Federal Income Tax Return – Provide a **SIGNED** copy of your and/or your parent's 1040 Federal Income Tax Return for 2020 and applicable schedules

IRS Tax Return Transcript – Submit your 2020 Tax Return Transcript. You can order the transcript online at [irs.gov](https://irs.gov) or via automated telephone request by calling 1-800-908-9946. You may also complete IRS Form 4506-T and check mark box 6a. This form is found at [irs.gov](https://irs.gov). Please make sure you request an IRS Tax Return Transcript NOT the IRS Account Transcript.

Verification of Non-Filing Letter – If you or your parent(s) did not file 2020 taxes, and are not required to file taxes, then you must request a Verification of Non-Filing Letter from the IRS by submitting the IRS Form 4506-T, check marking box 7. This form is found at [irs.gov](https://irs.gov). You may also attempt to order the non-filing letter online at [irs.gov](https://irs.gov).

Amended Taxes – If the student or parent filed an amended 2020 IRS tax return, please submit your original **signed** 2020 IRS Tax Return Transcript and a **signed** copy of the 2020 IRS Form 1040X that was filed with the IRS.

***For your protection, please do not send personally identifiable or confidential information, including tax records and social security numbers, via email.***