

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 you will support between July 1, 2021 and June 30, 2022. Include:

- You and your spouse (if you are married).
- Your children, if you (or your spouse) provide more than half of their support, even if they don't live with you.
- Other people if they now live with you and you now provide more than half of their support and will continue to provide more than half of their support through June 30, 2022.

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, 2021, and June 30, 2022.

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 2019 IRS income tax return information into the student's FAFSA. **NOW SKIP TO SECTION 5 OF WORKSHEET**
- ☐ The student has not yet used the IRS DRT in *FAFSA on the Web* but will use the tool to transfer 2019 IRS income tax return information into the student's FAFSA. *See instructions on page 3.* **NOW SKIP TO SECTION 5 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 **2019 IRS Tax Return Transcript(s) or a signed copy of the 2019 income tax return and applicable schedules.**
See instructions on page 3. **NOW SKIP TO SECTION 5 OF WORKSHEET**

*If the student and spouse filed separate 2019 IRS income tax returns, the IRS DRT cannot be used and the 2019 IRS Tax Return Transcript(s) or a **signed** copy of the 2019 income tax return and applicable schedules must be provided for each:
Now **SKIP TO SECTION 5 OF WORKSHEET***

3. Student Nontax Filer: **IF YOU COMPLETED SECTION 2 ABOVE, SKIP TO SECTION 5**

Check the box that applies

- ☐ The student was not employed and had no income earned from work in 2019. ****Provide a copy of the Verification of Non-Filing letter from the IRS**** See instructions on page 3
- ☐ The student was employed in 2019 and did not file taxes and is not required to file a tax return. Please complete the table below and attach copies of all 2019 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 2019
<i>(Example) ABC's Auto Body Shop</i>	<i>Yes</i>	<i>\$4,500.00</i>
Total Amount of Income Earned from Work		\$

4. Spouse Nontax Filer: **IF YOU COMPLETED SECTION 2 ABOVE, SKIP TO SECTION 5**

Check the box that applies:

- ☐ Spouse was not employed, and had no income earned from work in 2019. ****Provide a copy of the Verification on Non-Filing letter from the IRS**** See instructions on page 3
- ☐ Spouse was employed in 2019 and listed below the names of all employers, the amount earned from each employer in 2019, and whether an IRS W-2 form or an equivalent document is provided. [Provide copies of all 2019 IRS W-2 forms issued to the spouse by employers]. 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 2019
<i>(Example) ABC's Auto Body Shop</i>	<i>Yes</i>	<i>\$4,500.00</i>
Total Amount of Income Earned from Work		\$

5. Certifications and Signatures

Each person signing below certifies that all the information reported is complete and correct. The student and spouse(optional) 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

Spouse's Signature (Optional)

Date

Tax Information Instructions

Both the student and the spouse are required to submit processed 2019 Federal Tax Information. The only acceptable methods to submit tax information are listed below:

IRS Data Retrieval Tool – Directly import your 2019 IRS data into your 2021-2022 FAFSA by logging into fafsa.gov and select “Make Correction”.

Signed Copy of Federal Income Tax Return – Provide a **SIGNED** copy of your and/or your spouse's 1040 Federal Income Tax Return for 2019 and applicable schedules

IRS Tax Return Transcript – Submit your 2019 Tax Return Transcript. You can order the transcript online at 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. Please make sure you request an IRS Tax Return Transcript NOT the IRS Account Transcript.

Verification of Non-Filing Letter – If you or your spouse did not file 2019 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. You may also attempt to order the non-filing letter online at irs.gov.

Amended Taxes – If the student or spouse filed an amended 2019 IRS tax return, please submit your original **signed** 2019 IRS Tax Return Transcript and a **signed** copy of the 2019 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.