

**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, 2022 and June 30, 2023. 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, 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.

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

**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 5 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 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 **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 5 OF WORKSHEET**  
**If the student and spouse filed separate 2020 IRS income tax returns, the IRS DRT cannot be used and the 2020 IRS Tax Return Transcript(s) or a signed copy of the 2020 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 2020. **\*\*Provide a copy of the Verification of Non-Filing letter from the IRS\*\*** See the 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 of Non-Filing letter from the IRS\*\*** See the 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. 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 2020. **\*\*Provide a copy of the Verification of Non-Filing letter from the IRS\*\*** See instructions on page 3
- ☐ Spouse was employed in 2020 and 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 spouse by 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		\$

Please read all options listed below regarding providing proof of identity

**6. Proof of Identity – Student must appear in the financial aid office and provide proof of identity**

The student must appear (if unable, please see notary option below) in person at Mercy College of Ohio to verify his or her identity by presenting an unexpired valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport. The institution will maintain a copy of the student's photo ID that is annotated by the institution with the date it was received and reviewed, and the name of the official at the institution authorized to receive and review the student's ID. In addition, the student must sign, in the presence of the institutional official, the Statement of Educational Purpose provided below.

**Identity and Statement of Educational Purpose  
(To Be Signed at Mercy College of Ohio)**

I certify that I \_\_\_\_\_ am the individual signing this Statement of Educational Purpose and that the Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending Mercy College of Ohio for 2022–2023.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Financial Aid Staff Signature

\_\_\_\_\_  
Date

**OR**

**Identity and Statement of Educational Purpose  
(To Be Signed in the Presence of a Notary)**

If the student is unable to appear in person at Mercy College of Ohio to verify his or her identity, the student must provide to the institution:

- (a) A copy of the unexpired valid government-issued photo identification (ID) that is acknowledged in the notary statement below, or that is presented to a notary, such as, but not limited to, a driver's license, other state-issued ID, or passport; and
- (b) The original Statement of Educational Purpose provided below, which must be notarized. If the notary statement appears on a separate page than the Statement of Educational Purpose, there must be a clear indication that the Statement of Educational Purpose was the document notarized.

I certify that I \_\_\_\_\_ am the individual signing this Statement of Educational Purpose and that the Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending Mercy College of Ohio for 2022–2023.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Notary's Certificate of Acknowledgement**

*Notary's certification may vary by State*

State of \_\_\_\_\_ City/County of \_\_\_\_\_

On \_\_\_\_\_, before me, \_\_\_\_\_,  
(Date) (Notary's name)

personally appeared, \_\_\_\_\_, and proved to me  
(Printed name of signer)

on the basis of satisfactory evidence of identification \_\_\_\_\_  
(Type of unexpired government-issued photo ID provided)

to be the above-named person who signed the foregoing instrument.

\_\_\_\_\_  
(Notary signature)

My commission expires on \_\_\_\_\_

(Date)

WITNESS my hand and official seal

(seal)

## 7. Certifications and Signatures

Each person signing below certifies that all the information reported is complete and correct. The student whose information was reported on the FAFSA must sign and date. **Warning: If you purposely give false or misleading information on this worksheet, you may be fined, sentenced to jail, 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 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 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 2020 and applicable schedules

IRS Tax Return Transcript – Submit your 2020 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 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. You may also attempt to order the non-filing letter online at irs.gov.

Amended Taxes – If the student or spouse 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.**