CAL MARITIME

**STUDENT NAME** _____

**STUDENT ID #**_____

# 2014-2015 STUDENT INCOME VERIFICATION FORM

Your FAFSA application has been selected for a process called verification. The following information is required to continue processing your 2014-2015 financial aid application.

Cal Maritime is required to verify your tax filing information. We strongly encourage you to utilize the IRS Data Retrieval functionality on the FAFSA, either in the initial filing of the FAFSA, or by submitting a correction at www.fafsa.gov.

**Copies of Tax Returns are not considered a valid form of income verification. If you were unable to use the IRS Data Retrieval function on the FAFSA, you MUST obtain a 2013 Tax Transcript from the IRS to submit to our office. Transcripts must be requested by the tax filer directly from the IRS by visiting www.IRS.gov and clicking on "Order a Transcript" or by calling 1-800-908-9946. It can take up to 10 days for the IRS to process the request.**

Check the appropriate box below regarding verification of your tax filing information:

☐ **I, the student, successfully used the IRS Data Retrieval function on the FAFSA.** Attach copies of all 2013 W-2s; **OR**

☐ **I, the student, am unable to use the IRS Data Retrieval function on the FAFSA.** You **MUST** attach your 2013 IRS Tax Transcript and copies of all 2013 W-2s. If you are married, filing separate you will need to attach 2013 IRS Tax Transcripts for BOTH you and your spouse; **OR**

☐ **I, the student, have filed or will file a 2013 foreign tax return.** You must attach a signed and translated copy of your foreign tax return, which shows the 2013 Adjusted Gross Income (AGI) and Taxes Paid; **OR**

☐ **I, the student, will not and am not required to file a tax return for 2013.** Complete the non-tax filer's statement on the second page and attach copies of all 2013 W-2s. **DO NOT LEAVE ANY ITEMS BLANK.** Enter zero ($0) under "Amount" if you did not work and/or had no income. Leaving the "Amount" section blank is not an acceptable response.

## HOW TO ORDER A TAX RETURN TRANSCRIPT:

- Tax Return Transcripts are available on-demand at http://www.irs.gov/transcript (generally 2- 3 weeks after electronic filing and 8-10 weeks after paper filing).
- The IRS will conduct a 2-part authentication of the tax filer's identity (you will need the tax filer's SSN, date of birth, street address, and zip/postal code currently on file with the IRS.
- Once authentication is complete, select the reason you are requesting a transcript (select "Higher Education/Student Aid").
- In the "Return Transcript" box, choose the transcript for 2013. Your 2013 **Tax Return Transcript will open on-screen as a pdf document.**
- Print the transcript, write the student's name and CMA ID at the top of each page, and attach all pages to this form.

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## NONTAX FILER'S STATEMENT

**To be completed ONLY if the student and/or spouse will not file and are not required to file a 2013 tax return**

**A: Student**

| 2013 AMOUNT EARNED | NAME OF EMPLOYER / INCOME SOURCE | W-2 Attached? Yes/No |
|---|---|---|
| $ | | |
| $ | | |
| $ | | |

**B: Spouse**

| 2013 AMOUNT EARNED | NAME OF EMPLOYER / INCOME SOURCE | W-2 Attached? Yes/No |
|---|---|---|
| $ | | |
| $ | | |
| $ | | |

ATTACH 2013 W2 FORMS HERE

ALL W2 WAGE EARNERS ARE REQUIRED TO PROVIDE COPIES OF 2013 W2 FORMS.

## STUDENT CERTIFICATION STATEMENT

I (we) certify that all information provided on the Student Income Verification Form is complete to the best of my (our) knowledge.

**Student Signature** _____ **Date**_____

**Student Phone #** _____ **Email** _____

**Return This Form and Supporting Documentation to Cal Maritime's Financial Aid Office. We do NOT accept forms by email.**