



California State University, Sacramento
Financial Aid Office, Lassen Hall 1006
6000 J Street, Sacramento, CA 95819-6044
Phone: (916) 278-6554
FAX: (916) 278-6082

Student Name: _____

Sac State ID#:

PARENT INCOME VERIFICATION

The following information is required to continue processing your 2012 – 2013 financial aid application. In order for us to verify your parents' 2011 income and wage information, they must provide information from one of the following categories.

CATEGORY 1: TAX FILERS

☐ **I HAVE FILED or WILL FILE a 2011 U.S. FEDERAL INCOME TAX RETURN (1040, 1040A, 1040EZ)**

Sacramento State 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 updating your FAFSA at www.fafsa.gov.

PLEASE NOTE: Copies of Tax Returns are no longer valid forms of income verification. If you were unable to use the IRS Data Retrieval function on the FAFSA, you MUST obtain a 2011 Tax Return 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 have successfully used the IRS Data Retrieval function on the FAFSA.** No further documents required at this time; sign the Certification Statement below and return this form to our office.
- ☐ **I am unable to use the IRS Data Retrieval function on the FAFSA.** (You **MUST** submit your 2011 IRS Tax Return Transcript).
- ☐ **My/Our tax filing status was Married Filing Separate.** (Submit **BOTH** 2011 IRS Tax Return Transcripts).
- ☐ **My filing status was Married Filing Jointly; however I have since Separated, Divorced, or been Widowed.** (Submit your 2011 IRS Tax Return Transcript **AND** copies of all W-2's).
- ☐ **I have filed or will file a Tax Extension** (Submit form 4868, all W-2's and a signed statement with estimated business income amount – if applicable)

☐ **I HAVE FILED or WILL FILE a 2011 FOREIGN TAX RETURN**

- ☐ I have submitted a signed and translated copy of my foreign tax return, which shows the 2011 Adjusted Gross Income (AGI) and Tax Paid.

CATEGORY 2: NON-TAX FILERS

☐ **I AM NOT REQUIRED TO FILE A 2011 FEDERAL INCOME TAX RETURN. I have not / will not file a 2011 Federal Income Tax Return.**

If you checked the above box, you **MUST** complete the 2nd page of this form – The Non-Filer's Statement.

Parent Certification Statement

I hereby certify that all information on this form is true, complete, and accurate.

Parent Signature _____

Date _____



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PARENT INCOME VERIFICATION (2012 - 2013)

Non-Filer's Statement

NOTE: This page should only be completed if you have not filed, will not file, and are not REQUIRED to file a 2011 Federal Tax Return.

☐ I was not employed and had no income earned from work in 2011.

Report any wages from part-time employment and attach photocopies of any W-2 wage statements. Do not include earnings from Federal Work-Study or any other types of student financial aid.

☐ I was employed in 2011 but was not required to file a tax return. You must complete the information below.

PLEASE USE AMOUNTS OR WRITE IN "ZERO" NO n/a or dashes

A: FATHER / STEPFATHER Information

AMOUNT EARNED	NAME OF EMPLOYER / INCOME SOURCE	W-2 Attached?
\$		
\$		
\$		

B: MOTHER / STEPMOTHER Information

AMOUNT EARNED	NAME OF EMPLOYER / INCOME SOURCE	W-2 Attached?
\$		
\$		
\$		

If you indicated NO W2 attached for any of the above, provide an explanation as to why a W-2 is not available:

Non-Filer Certification Statement

I hereby certify that all information on this form is true, complete, and accurate.

Parent Signature _____

Date _____