



Office of Financial Aid  
 Waycross Campus (912) 287-6584  
 Jesup (912) 427-5800  
 Alma (912) 632-0951  
 Camden (912) 522-4511  
 Hazlehurst (912) 379-0041  
 Baxley (912) 367-1700  
 Golden Isles (912) 262-4999  
 Email: [finaid@coastalpines.edu](mailto:finaid@coastalpines.edu)  
 Website: [www.coastalpines.edu](http://www.coastalpines.edu)

**Dependent Student  
 Tax and Income  
 Verification  
 Worksheet**  
 Form: **DVTI23**  
 Aid Year: **2022-2023**

Please *Type* or *Print* clearly.

**Student Information:**

\_\_\_\_\_ CPTC – Student ID Number

\_\_\_\_\_ Full Name (last, first, and middle initial)

\_\_\_\_\_ Date of Birth

**Federal Student Aid Programs:** Your application was selected for review in a process called “Verification.” In this process, the Office of Financial Aid will be comparing information from your FAFSA application with your (and your spouse’s) financial documents. We are required to review your FAFSA information under financial aid program rules (34 CFR, Part 668). The law states we have the right to ask you for this information before awarding Federal Aid. If there are differences between your application information and your financial documents, corrections to your FAFSA may be required.

**Student and Parent Tax and Income Information:**

Check only one box for *Student* **AND** only one box for *Parent*.

For a faster alternative to requesting the IRS Tax Return Transcript, you can correct your FAFSA online by going to [studentaid.gov](http://studentaid.gov) and use the IRS Data Retrieval Tool.

STUDENT	PARENT
<input type="checkbox"/> I used the IRS Data Retrieval Tool on the FAFSA. If you used the IRS Data Retrieval Tool, <i>and did not change the information retrieved</i> , you do not need to submit a 2020 Federal Tax Return Transcript.	<input type="checkbox"/> I used the IRS Data Retrieval Tool on the FAFSA. If you used the IRS Data Retrieval Tool, <i>and did not change the information retrieved</i> , you do not need to submit a 2020 Federal Tax Return Transcript.
<input type="checkbox"/> I am attaching my <b>2020 IRS Tax Return Transcript</b> .	<input type="checkbox"/> I am attaching my <b>2020 IRS Tax Return Transcript</b> .
<input type="checkbox"/> I filed an amended 2020 Tax Return. If you selected this option, you must submit a Tax Return Transcript and a signed copy of your 1040X.	<input type="checkbox"/> I filed an amended 2020 Tax Return. If you selected this option, you must submit a Tax Return Transcript and a signed copy of your 1040X.
<input type="checkbox"/> I did not file a 2020 Tax Return <b>AND</b> I am not required to file a Tax Return. If you selected this option, list your employer(s) and income earned and attach W-2s and a Verification of Non-Filing Letter from the IRS.	<input type="checkbox"/> I did not file a 2020 Tax Return <b>AND</b> I am not required to file a Tax Return. If you selected this option, list your employer(s) and income earned and attach W-2s and a Verification of Non-Filing Letter from the IRS.

Employer-for nontax filers	Earnings/Income	Employer-for nontax filers	Earnings/Income
	\$		\$
	\$		\$
	\$		\$

**Certification and Signature**

**WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, sentenced to jail, or both.**

Each person signing below certifies that all of the information reported is complete and correct.  
 The student (and one parent whose information was reported on the FAFSA, if a dependent student) must sign and date.

\_\_\_\_\_ Student’s Signature

\_\_\_\_\_ Date

\_\_\_\_\_ Parent’s Signature

\_\_\_\_\_ Date

**Do not mail this form to the Department of Education.  
 Submit this worksheet to the Office of Financial Aid!**

## Verification of 2020 IRS Federal Income Tax Return Information

*The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of the FAFSA on the Web at [studentaid.gov](http://studentaid.gov).* In most cases, no further documentation is needed to verify 2020 IRS income tax return information that was transferred into the student's FAFSA using the IRS DRT, **if that information was not changed**. If a student or parent changes his/her tax information on the student's FAFSA application after the original data was successfully matched with the IRS, Coastal Pines Technical College will require the student to submit a 2020 Federal Tax Return Transcript to verify if a correction needs to be made to the student's FAFSA.

Tax filers can request from the IRS an IRS Tax Return Transcript of their 2020 IRS tax return, free of charge, in one of the following ways:

- **Online Request:** Available on the IRS Website at [www.irs.gov](http://www.irs.gov)
- **Telephone Request:** Available from the IRS by calling (800) 908-9946
- **Paper Request Form – IRS Form 4506T-EZ used to request an IRS Tax Return Transcript:** The form is available in the CPTC Office of Financial Aid or by downloading from [www.irs.gov](http://www.irs.gov). Mail or fax the completed IRS Form to the appropriate address (or FAX number) provided on page 2. Tax filers can expect to receive the Return Transcript within 10 business days from the time the IRS receives and processes the signed request.

Non-tax filers can request from the IRS a Verification of Non-Filing letter, free of charge, in one of the following ways:

- **Online Request:** Available on the IRS Website at [www.irs.gov](http://www.irs.gov)
- **Telephone Request:** Available from the IRS by calling (800) 908-9946
- **Paper Request Form – IRS Form 4506-T used to request a Verification of Non-filing letter:** The form is available in the CPTC Office of Financial Aid or by downloading from [www.irs.gov](http://www.irs.gov). Mail or fax the completed IRS Form to the appropriate address (or FAX number) provided on page 2. Non-tax filers can expect to receive the letter of non-filing within 10 business days from the time the IRS receives and processes the signed request.

### Other Notes:

#### Individuals Who Filed an Amended IRS Income Tax Return

If an individual filed an amended IRS income tax return for tax year 2020, provide both of the following: A signed copy of the 2020 IRS Form 1040X "Amended U.S. Individual Tax Return" that was filed with the IRS **AND** a 2020 IRS Tax Return Transcript (signature not required).

#### Individuals Who Were Victims of IRS Identity Theft

A victim of IRS identity theft who has been unable to obtain a 2020 IRS Tax Return Transcript or use the IRS DRT, must submit a 2020 Tax Return Data Base View (TRDBV) transcript as well as a signed statement indicating that they were victims of tax-related identity theft and that the IRS has been made aware of it. Please call the IRS's Identity Protection Specialized Unit (IPSU) at 1.800.908.4490.

As set forth in the student catalog, Coastal Pines Technical College (CPTC) does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The following persons have been designated to coordinate the College's implementation of non-discrimination policies: Katrina Howard, Title IX Coordinator, Jesup Campus, 1777 West Cherry Street, Jesup, Georgia, [khoward@coastalpines.edu](mailto:khoward@coastalpines.edu), 912.427.5876; Brittaney Coleman, Title IX Coordinator, Waycross Campus, 1701 Carswell Avenue, Waycross, Georgia, [bcoleman@coastalpines.edu](mailto:bcoleman@coastalpines.edu), 912.287.4098; Katie Rutland, ADA/Section 504/Title IX Coordinator for all students, all campuses, 1777 W. Cherry Street, Jesup, Georgia, [krutland@coastalpines.edu](mailto:krutland@coastalpines.edu), 912.427.1527.