



Financial Aid Office  
**Beaufort County Community College**  
 5337 US Hwy 264 East, Washington, NC 27889  
 252-940-6222

**FORM 5**

**2018 – 2019 Verification of 2016 Income Information for Student Tax Filers**

**Student Name:** \_\_\_\_\_

**Student ID#:** \_\_\_\_\_

**Important Note:** The instructions below apply to the student and spouse, (if married). Notify the financial aid office if the student or spouse filed separate IRS income tax returns for 2016 or had a change in marital status after December 31, 2016.

**Instructions:** Complete this section if the student and spouse filed or will file a 2016 IRS income tax return(s). *The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at [FAFSA.gov](http://FAFSA.gov).* In most cases, no further documentation is needed to verify 2016 income information that was transferred into the student’s FAFSA using the IRS DRT if and was not changed by the user.

**Check the box that applies:**

- The student has used the IRS DRT in *FAFSA on the Web* to transfer 2016 IRS income tax return information into the student’s FAFSA.
- The student is unable or chooses not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school with a **2016 IRS Tax Return Transcript(s)**.

A **2016 IRS Tax Return Transcript** may be obtained through the Internal Revenue Service

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- Go to [www.irs.gov](http://www.irs.gov), Click “**Get Your Tax Record.**” Then Click “**Get Transcript by MAIL**” or “**Get Transcript Online**”. Make sure to request the “**IRS Tax Return Transcript**” and *NOT* the “IRS Tax Account Transcript.” The transcript is generally received within 10 business days from the IRS’s receipt of the online request.
- Automated Telephone Request – 1-800-908-9946. Transcript is generally received within 10 business days from the IRS’s receipt of the telephone request.
- Visit the IRS regional office (2833 Charles Blvd., Greenville, NC). **NOTE: You must make an appointment before visiting by calling 1-844-545-5640.**
- Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS’s receipt of the paper request form.

If the student and spouse filed separate 2016 IRS income tax returns, the IRS DRT cannot be used and **2016 IRS Tax Return Transcript(s)** must be provided for each.

\_\_\_\_ Check here if a **2016 IRS Tax Return Transcript(s)** is provided.

\_\_\_\_ Check here if a **2016 IRS Tax Return Transcript(s)** will be provided later.

**Certifications and Signatures**

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 must sign and date.

\_\_\_\_\_  
Print Student’s Name

\_\_\_\_\_  
Phone number

\_\_\_\_\_  
Student’s Signature (Required)

\_\_\_\_\_  
Date

**WARNING: If you purposely give false or misleading information, you may be fined, sent to prison, or both.**