



**D. Tax Filing Status and Income Information**

<b>STUDENT:</b>	
<b>1) Check one of the following</b>	
<input type="checkbox"/>	I filed a 2019 Federal Tax Return and used the Data Retrieval Tool (DRT)
<input type="checkbox"/>	I filed a 2019 Federal Tax Return and DID NOT use the DRT *
<input type="checkbox"/>	I was not employed and had no earned income in 2019 and did not file a 2019 Federal Tax Return.**
<input type="checkbox"/>	I did not file a 2019 Federal Tax Return but did work and/or have earned income and have included W-2(s) and listed income below. **
	Income: \$ _____

<b>SPOUSE (if married):</b>	
<b>2) Check one of the following</b>	
<input type="checkbox"/>	My spouse filed a 2019 Federal Tax Return and used the Data Retrieval Tool (DRT)
<input type="checkbox"/>	My spouse filed a 2019 Federal Tax Return and DID NOT use the DRT *
<input type="checkbox"/>	My spouse was not employed and had no earned income in 2019 and did not file a 2019 Federal Tax Return.**
<input type="checkbox"/>	My spouse did not file a 2019 Federal Tax Return but did work and/or have earned income and have included W-2(s) and listed income below. **
	Income: \$ _____

**\*All tax filers must submit a 2019 Federal Tax Return Transcript or use the IRS Data Retrieval Tool within the FAFSA.**

The easiest way is going online and filling out the electronic form at [www.irs.gov](http://www.irs.gov) under ‘Tools’ select/click ‘Get a Tax Transcript’ then under item ‘3’ select the electronic form. Or telephone 1-800-908-9946, this may take longer.

**\*\*Student/Spouse that didn’t file a 2019 federal tax return must submit a Verification of Non-Filing Letter from the IRS.**

The easiest way is going online and filling out the electronic form at [www.irs.gov](http://www.irs.gov) under ‘Tools’ select/click ‘Get a Tax Transcript’ then select to ‘Get transcript online’. You can also complete the Form 4506-T and send it in to the IRS to request this.

**E. Certification and Signatures**

*By signing this form, I affirm that all information on this form and any attachments are complete and accurate to the best of my knowledge. If requested, I agree to provide documentation to support the information I have provided on this form. I understand that if I purposely give false or misleading information on this worksheet it may be cause for denial, reduction, withdrawal, and/or repayment of financial aid, and I may be subject to a fine, imprisonment or both, under provisions of the United States Criminal Code.*

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouses Signature (if applicable)

\_\_\_\_\_  
Date

*Submit this worksheet to:  
 Lourdes Financial Aid Office  
 6832 Convent Blvd. Sylvania, Ohio 43560  
 Phone: 419-824-3732 Fax: 419-517-8921  
 Email: [financialservices@lourdes.edu](mailto:financialservices@lourdes.edu)*