



## Peabody Conservatory of Music, Office of Financial Aid

### Parent Tax Filer - Verification of 2015 Income (Dependent Student)

Your 2016–2017 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before disbursing Federal Student Aid, you must confirm the information you reported on your FAFSA. To verify that you provided correct information the financial aid administrator at your school will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the financial aid administrator at your school. Your school may ask for additional information. If you have questions about verification, contact your financial aid administrator as soon as possible so that your financial aid will not be delayed.

**WARNING:** Anyone who purposely gives false or misleading information on this worksheet may be fined, sentenced to prison, or both.

\_\_\_\_\_  
Student's Printed Name

\_\_\_\_\_  
Student's ID Number

The **best way to verify income** is to **use the IRS Data Retrieval Tool (IRS DRT)** that is part of the FAFSA on the Web at [fafsa.gov](http://fafsa.gov). Students who use the IRS DRT, transfer data, and do not change the data, most often do not need to submit any additional documentation to verify 2015 IRS income tax return information.

#### IRS Data Retrieval Tool (IRS DRT) on the FAFSA:

If you file your 2015 tax return electronically, the IRS income tax return information for the IRS DRT is available within 2-3 weeks after your 2015 electronic income tax return has been accepted by the IRS. If you file your 2015 tax return by mail, the IRS income tax return information for the IRS DRT is available within 8-11 weeks after your 2015 paper IRS income tax return has been received by the IRS. Additional information about the IRS DRT is available online at <http://www.fafsa.ed.gov/help/irshlp9.htm> or you may contact the financial aid office for more information.

#### Check the box that applies:

- ☐ The parent(s) have used the IRS DRT on the FAFSA on the web to transfer 2015 IRS income Tax Return information to my FAFSA.
- ☐ The parent(s) have not yet used the IRS DRT on the FAFSA on the web, but will use the tool to transfer 2015 IRS income tax return information to the FAFSA once the 2015 IRS Income tax return has been filed.
- ☐ The parent(s) are unable or choose not to use the IRS DRT on FAFSA on the Web. The parent(s) agree that a 2015 IRS Tax Return Transcript must be provided to the school. If your parents filed separate 2015 IRS income tax returns, then 2015 Tax Return Transcripts must be provided for both.
- ☐ Check here if 2015 IRS Tax Return Transcript(s) is attached.
- ☐ Check here if 2015 IRS Tax Return Transcript(s) will be provided later.

#### How to Request a 2015 IRS Tax Return Transcript:

Request an IRS Tax Return Transcript online at [www.irs.gov](http://www.irs.gov). Click on "Order a Return or Account Transcript" link. Request the IRS Tax Return Transcript (not the IRS Tax Account Transcript). A request may also be placed by calling 1-800-908-9946.

Use the Social Security Number and date of birth of the first person listed on the 2015 IRS income tax return and the address on file with the IRS (normally this will be the address used on the 2015 IRS income tax return).

If you file your 2015 tax return electronically, the IRS Tax Return Transcript may be requested within 2-3 weeks after your 2015 electronic income tax return has been accepted by the IRS. If you file your 2015 tax return by mail, the IRS Tax Return Transcript may be requested within 8-11 weeks after your 2015 paper IRS income tax return has been received by the IRS.

#### Certification and Signatures

Each person signing this worksheet certifies that all the information reported on it is complete and correct. This worksheet must be signed by the student and one parent.

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

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

Please return completed form via postal mail, email, or fax using the contact information below.

Peabody Financial Aid Office  
1 E. Mount Vernon Place  
Baltimore, MD 21202

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410-659-8102 fax