

Required Income & Tax Information Step 3 and Step 4

All Student and Parent Tax Filers: If possible, always provide consent to use the **Direct Data Exchange (DDX) on the FAFSA**. If you did not provide consent to use FTI on the FAFSA, you **must** request an IRS 2022 Tax Return Transcript for Steps 3 and 4 by calling the IRS at **800.908.9946**. Or, you can also go online to www.irs.gov; click Get My Tax Record, then click Get Transcript Online and follow the directions.

If an Amended Return has been filed: A copy of the Original 2022 Tax Return (IRS 1040) and the Amended Return 2022 (IRS 1040x) must be provided to the Financial Aid office.

STEP 3: STUDENT TAX TRANSCRIPT & INCOME INFORMATION

CHECK THE ONE (1) BOX THAT APPLIES:

- I was not employed and had no income earned from work in **2022**
- I consented to use the Direct Data Exchange (DDX) on the FAFSA to retrieve and transfer 2022 IRS income information into my FAFSA, either on the initial FAFSA or when making a correction to the FAFSA OR will provide Lycoming College with a signed copy of my 2022 federal tax return including schedules, or a 2022 federal IRS Tax Transcript.
- I was employed in 2022 but was not required to file a 2022 federal tax return. Listed below is where I worked, and I have attached all 2022 year W-2s.

Source(s) of Income (fill out only if you did NOT file)	Amount Earned in 2021
	\$
	\$
	\$

STEP 4: PARENT TAX TRANSCRIPTS & INCOME INFORMATION

CHECK THE ONE (1) BOX THAT APPLIES:

- Student's parent(s) had no income earned from work in **2022**.
- Student's parent(s) consented to use the Direct Data Exchange (DDX) on the FAFSA to retrieve and transfer 2022 IRS income information into my FAFSA, either on the initial FAFSA or when making a correction to the FAFSA, OR will provide Lycoming College with a signed copy of my parent(s) 2022 federal tax return including schedules, or a 2022 federal IRS Tax Transcript.
- Student's parent(s) was employed in 2022 but was not required to file a 2022 federal tax return. Listed below is where parent(s) worked, and I have attached all 2022 year W-2s

Source(s) of Income (fill out only if you did NOT file)	Amount Earned in 2022
	\$
	\$
	\$

STEP 5: SIGN THIS WORKSHEET – **CAN NOT BE SIGNED ELECTRONICALLY**

I/We certify that all the information reported on this worksheet is complete and correct. **Warning: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.**

Student Signature

Date

Parent Signature (required)

Date