



California State University, Sacramento  
 Student Service Center  
 Financial Aid and Scholarships Office  
 Lassen Hall  
 6000 J Street, Sacramento, CA 95819-6044  
 Phone: (916) 278-1000

Print Name: \_\_\_\_\_

Sac State ID #:

**PARENT(S) INCOME VERIFICATION**

**The information requested below applies to each parent included in the household**

**Instructions:** Check the **one** box that applies to the parent(s) listed on the Financial Aid Application

- I/we are unable or choose not to use the IRS DRT on the FAFSA on the Web.  
**Next step:** Submit a 2019 IRS Tax Return Transcript(s)
- We have separated since filing our 2019 tax return with a status of Married Filing Jointly.  
**Next step:** Submit your 2019 Tax Return Transcript AND copies of all 2019 W-2s, 1098s, and 1099s for both tax filers
- There are two parents listed on the Financial Aid Application but we did not file a joint tax return in 2019.  
**Next step:** Submit Tax Return Transcripts and/or Verification of Non-filing Letters for **BOTH** parents
- I/we have filed or will file a 2019 Foreign Tax Return.  
**Next step:** Submit a signed and translated copy of your foreign 2019 tax return showing the Adjusted Gross Income (AGI) and Taxes Paid
- I/we were not employed, had no income in 2019 and did not file a tax return.  
**Next step:** Request and Submit a Verification of Non-filing Letter from the IRS for each parent in the Household
- I/we were employed in 2019 but were not required to file a tax return.  
**Next step:** List your employer(s) and the amount earned in 2019. If additional space is needed, attach a separate sheet with your student's name and Sac State ID at the top.

Submit a copy of the W-2 for each employer **AND** a Verification of Non-Filing Letter from the IRS

Source of Income	Annual Amount	W-2 Provided
Example: John Doe Auto Body Shop	\$1,000.00	Yes
	\$	
	\$	
	\$	
	\$	

**NOTE: Be sure to print the student's name and Sac State ID at the top of each page**

**CERTIFICATION STATEMENT**

Each person signing below certifies all information reported is complete and correct. The student and one parent whose information was reported on the financial aid application must sign and date this form. (Typed signature is not acceptable)

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

\_\_\_\_\_  
 Date

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

\_\_\_\_\_  
 Date

Once completed upload financial aid documents  
 at <https://onbase.csus.edu/unity/forms/faupload.aspx>