

HOW TO VERIFY INCOME INFORMATION REPORTED ON THE FAFSA

Students and/or parents whose income needs to be verified can submit a tax return transcript, a SIGNED copy of a tax return, or update your FAFSA with consent and approval to retrieve federal tax information. If taxes were not filed, you may obtain a Verification of Non-Filing Letter. When following the steps below, please use the table listed below for the appropriate tax year.

Academic Year	Tax Year
2024-2025	2022
2025-2026	2023

Students or parents must transfer tax information directly from the IRS to the FAFSA application when initially completing the FAFSA or by logging back into the FAFSA application. **Please note that some tax filers may not be able to transfer data from the IRS. However, this is the quickest and easiest way to complete income verification.**

If you cannot transfer your tax information, you can request an IRS Tax Return Transcript or submit a SIGNED copy of your tax return.

IRS Tax Return Transcript

Online Request:

* Available by logging onto the IRS website at <http://www.irs.gov/Individuals/Get-Transcript>

* **Verification of Non-Filing Letter is also available by online request. (Parents of dependent students & independent students may obtain this non-filing letter)**

If taxes were not filed, you must attempt to obtain a Verification of Non-Filing letter. If VNF cannot be obtained, 10 days after attempting, submit a signed statement verifying that you attempted to obtain a verification of non-filing letter and were unable to obtain it with the date you attempted. Also, you must state that you did not file a tax return (listing the tax year) and were not required to file a tax return. If you had any sources of income, you must list those along with the amount of income. In addition, you must submit all copies of W2 forms or equivalent documents for that tax year. If you had no sources of income, you must state that you had no income for the tax year.

The type of transcript requested should be a Return Transcript. The name and address entered should be exactly as it was reported on the tax return for the primary tax filer.

Telephone Request:

* Available by calling 1-800-908-9946 and responding to prompts.

* Select Option 2 to request an IRS Tax Transcript and enter the tax year.

* **If you did not file, when you select Option 2 and enter the tax year; this will cause a Verification of Non-Filing Letter to be mailed to you.**

Paper Request:

* Available by submitting an IRS Form 4506-T. Also, if you need to send your transcript to a different address, complete and submit an IRS 4506-T form. These forms are available online at www.irs.gov

* **Verification of Non-Filing Letter can be requested by using the IRS form 4506-T.**

*Student and Parent IRS Tax Return Transcripts should be submitted to the Financial Aid office on the main campus. Do not submit copies of the IRS Tax Account Transcript as this is not an acceptable document. Please be sure to include the student name and ID on each page of the transcript. If you owe the IRS, you may not be eligible to use either of the above options until your obligation is paid in full. **Please note that the IRS will not submit transcripts directly to the institution.***

Income Verification Documents Needed for Individuals with Unusual Circumstances

All forms should be for tax year associated with academic year, see table above.

Individuals Granted a Filing Extension by the IRS beyond Automatic 6 month Extension

- A copy of the IRS's approval of an extension beyond the automatic six-month extension for that tax year;
- A signed statement listing the sources of any income for the tax year and the amount of income from each source;
- A copy of IRS Form W-2, or equivalent document, for each source of employment income received for tax year;
- If self-employed, a signed statement certifying the amount of the individual's Adjusted Gross Income (AGI) and the U.S. income tax paid for that tax year; and
- Verification of Non-Filing from IRS dated on or after October 1 for that tax year.

Individuals Who Filed an Amended IRS Income Tax Return

- Obtain an IRS Tax Return Transcript (that will only include information from the original tax return and does not have to be signed), or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified; and
- A signed copy of IRS Form 1040X, "Amended U.S. Individual Income Tax Return," that was filed with the IRS.

Individuals Who Were Victims of Tax Administration Identity Theft

- A Tax Return Database View (TRDBV) transcript obtained from the IRS (IRS Identity Protection Unit 1-800-908-4490), or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified; however, there have been wait times up to a year for these;
- A signed copy of the 2023 income tax return and applicable schedules the individual filed with the IRS; and
- A statement signed and dated by the tax filer indicating that he or she was a victim of IRS tax-related identity theft and that the IRS is aware of the tax-related identity theft.

Individuals Who Filed Non-IRS Income Tax Returns (US Territory, Commonwealth, or foreign central government)

- A transcript that was obtained at no cost from the relevant taxing authority of a U.S. territory (Guam, American Samoa, the U.S. Virgin Islands) or commonwealth (Puerto Rico and the Northern Mariana Islands), or a foreign central government, that includes all of the tax filer's income and tax information required to be verified; or
- If a transcript cannot be obtained at no cost from the relevant taxing authority, a signed copy income tax return(s).

Undocumented Individuals

- Contact the Financial Aid Office for assistance at 423-585-6811.

W2 Information available from the IRS

If you failed to keep a copy or lost your W-2 forms you may request a Wage and Income Transcript from the IRS by logging onto the IRS website at <https://www.irs.gov/Individuals/Get-Transcript>