

Income Verification

The instructions below apply to each parent included in the household. Notify the financial aid office if the parents filed separate IRS income tax returns for 2023 or had a change in marital status after December 31, 2023.

Instructions: Complete this section if the parents filed or will file a 2023 IRS income tax return(s). As part of federal student aid eligibility, parents will be required to consent and approve sharing and importing income and tax information from the IRS to the FAFSA form, even if the attempt to obtain or use such data is ineffective. In other words, if the parents filed separate 2023 IRS income tax returns, both must provide consent and approval to share and import income and tax information from the IRS. In most cases, no further documentation is needed to verify 2023 income information that was transferred into the student's FAFSA using income and tax information directly from the IRS.

If 2023 income tax return information for the parents was not available or could not be used, the parents should provide the institution with a 2023 IRS Tax Return Transcript(s) or a signed copy of the 2023 income tax return and applicable schedules.

Please complete the following:

Student	Parent(s)
I have successfully used the FAFSA's Direct Data Exchange to retrieve my income information for the FAFSA. No other documentation is needed for income verification.	We have successfully used the FAFSA's Direct Data Exchange to retrieve my (and my spouse's) income information onto the FAFSA and submitted the FAFSA transaction. No other documentation is needed for income verification.
I am unable to use the FAFSA's Direct Data Exchange to transfer my income information. I have attached a copy of my 2023 signed Tax Return here. (If you have not retained a copy of your 2023 tax return, you can request a copy of your 2023 Tax Return Transcript to be mailed to you (instructions below).	We are unable to use the FAFSA's Direct Data Exchange to transfer my income information. I have attached a copy of my 2023 signed Tax Return here. (If you have not retained a copy of your 2023 tax return, you can request a copy of your 2023 Tax Return Transcript to be mailed to you (instructions below).
I filed an Amended Income Tax Return, I was a victim of IRS Identity Theft, or I filed a Non-IRS Income Tax Return. I will contact the Financial Aid Office for detailed instructions on how to complete verification.	We filed an Amended Income Tax Return, I was a victim of IRS Identity Theft, or I filed a Non-IRS Income Tax Return. I will contact the Financial Aid Office for detailed instructions on how to complete verification.
I certify that I was not employed and did not have earned income in 2023.	We certify that I was not employed and did not have earned income in 2023.
I was employed in 2023 and have listed below the names of all employers, the amount earned from each employer in 2023.	One or both of my parents were employed in 2023 and have listed below the names of all employers, the amount earned from each employer in 2023.

A 2023 Federal Tax Return Transcript may be obtained from the IRS through:

- Get Transcript by Mail – Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript by Mail." Make sure to request the "Return Transcript" and NOT the "Account Transcript." The transcript is generally received within 10 business days from the IRS's receipt of the online request.
- Get Transcript Online – Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript Online." Make sure to request the "Return Transcript" and NOT the "Account Transcript." To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.
- Automated Telephone Request – 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
- Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.

Tax Return for Non Filers

Complete this section if: 1. you, the student and/or your parent(s) will not file and are not required to file a 2023 income tax return with the IRS, but earned income from work in 2023 or 2. you, the student were not employed and had no income earned from work in 2023.

1. In the following table, please list all earnings from work during 2023 and attach a 2023 W2 or 1099-MISC for each line item. More information about who is required to file can be found at www.IRS.gov. If you are required to file a return, but have not, you must file your return in order to be considered for Federal Student Aid.

Your application cannot be considered complete until all earnings from work can be verified with a W2 or 1099-MISC.

1. In the following table, please list all earnings from work during 2023 **and attach a 2023 W2 or 1099-MISC for each line item.**

Employer's Name	Student	Parent(s)	IRS W-2 or 1099 Attached?
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
Total Income Earned from Work in 2023	\$	\$	—

- If you did not retain copies of your 2023 W-2(s), you can obtain a 2023 Federal Wage and Income Transcript from the IRS, call 1-800-908-9946 or go to www.IRS.gov. There, click on the “Get Your Tax Record” link. Follow the on-screen instructions to log in or to create an IRS account. Once your account is created, make certain to request the 2023 “Wage and Income Transcript,” and submit this to the Financial Aid Office.
- For both parent and student non-taxfiler, provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2023 that indicates a 2023 IRS income tax return was not filed with the IRS or other relevant tax authority. To obtain confirmation of non-filing, go to www.IRS.gov and click on the “Get Tax Record” link. Make certain to request the “Verification of Non-filing Letter”. Alternatively, a confirmation of non-filing can be obtained from the IRS using Form 4506-T and checking box 7. If appropriate, a similar confirmation from another taxing authority (e.g., a U.S. territory or a foreign government) is also acceptable.

Check here if confirmation of non-filing is provided.

Check here if confirmation of non-filing will be provided later.

Verification of Other Untaxed Income

Complete this section for you and your parent(s). Please indicate “zero” or “N/A” if not applicable. **DO NOT LEAVE ANY SECTION BLANK.**

1. **If you and your parent(s) did not have any source of income from work in 2023, please attach a statement describing how your family met its living expenses in 2023.**
2. **Payments to tax-deferred pension and retirement savings** List any payment (direct or withheld from earnings) to tax deferred pension and retirement savings plans (e.g., 401(k) or 403(b) plans), including, but not limited to, amounts reported on W-2 forms in Boxes 12a through 12d codes D, E, F, G, H, and S.

Name of Person (Student or Parent) Who Made the Payment	Total Amount Paid in 2023
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total Payments to Tax-deferred Pension and Retirement Savings	\$

Certification and Signature

I certify that all of the information reported on this worksheet is complete and correct. The student and one parent must sign this worksheet.

WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.

Print Student's Name

Print Parent's Name

Student's Signature

Date

Parent's Signature

Date