

Student Name (please print): _____ Student ID: _____

**Your FAFSA application was selected for review in a process called verification.
Before any awarding can take place, this process must be completed.**

A. Instructions for Tax Return Filer: Please read to understand your choices:

1. Using the Direct Data Exchange (DDX) is the preferred way to verify income. If you have not already used the tool, go to studentaid.gov and select *Apply for aid*, log in to the FAFSA. Select "*Make FAFSA Corrections*" and navigate to the Financial Information section of the form. Follow instructions to determine if the student and/or student's parent(s) can use the IRS DDX for 2024 tax information to FAFSA.
2. Provide a signed copy of your 2024 IRS 1040/1040X. No typed signatures or PIN numbers are accepted, you must provide a wet signature. If your taxes were prepared by a tax professional, their information with PTIN must be provided in lieu of the taxpayer's wet signature.
If you filed a Foreign Tax return, we would need signed (wet) copies with W-2 equivalents. Please contact our office if you cannot provide Foreign Tax documents for alternative options.
3. If you are unable to use the Direct Data Exchange (DDX) or do not choose to use the tool, you will need to supply a 2024 tax return transcript. Go to [Get Transcript | Internal Revenue Service \(irs.gov\)](https://www.irs.gov) to obtain and print your tax return transcript OR call 1-800-908-9946. Make sure you request the "IRS tax return transcript" and NOT the "IRS tax account transcript".

B. Instructions for NON-TAX Return Filers:

Complete this section if the student, or spouse (if married), or student's parent(s) (for dependent students) will not file and is not required to file a 2024 income tax return with the IRS.

Check the box that applies:

<input type="checkbox"/> The student and/or spouse will not file a 2024 tax return	<input type="checkbox"/> The parent will not file a 2024 tax return
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To get an IRS Tax Return Transcript, Verification of Non-filing Statement, and/or Wage and Income Transcript:

- Online: Go to the IRS website, select "Get Your Tax Record." Select "Get Transcript Online" or "Get Transcript by Mail." Make sure to request the "Return Transcript," not the "Account Transcript" if you are requesting the federal tax forms.
- By Phone: Call 1.800.908.9946 (IRS Tax Return Transcript only)
- Through a Paper Request Form: IRS Form 4506-T. Check box 6a for return transcript and/or box 8 for a Wage and Income transcript. Or IRS Form 4506T-EZ (IRS Tax Return Transcript only). The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.

****Only dependent students that are listed on a parent 2024 tax return are omitted from providing documentation.***

