

C. Student's Income Information to Be Verified

1. Verification of 2024 Income Information for Student Tax Filers

Important Note: The instructions below apply to the student and spouse (if the student is married). Notify the financial aid office if the student and spouse filed separate IRS income tax returns for 2024 or had a change in marital status after December 31, 2024.

Instructions: Complete this section if the student and spouse filed or will file a 2024 IRS income tax return(s). As part of Federal student aid eligibility, students and spouses (as appropriate) will be required to consent to and approve the sharing and import of income and tax information from the IRS with the FAFSA form, even if the attempt to obtain or use such data is unsuccessful. In other words, if the student and spouse filed separate 2024 IRS income tax returns, both must consent and approve the sharing and import of income and tax information from the IRS. In most cases, no further documentation is needed to verify 2024 income information transferred to the student's FAFSA from IRS data via the FA-DDX.

If the student's (or spouse's, if applicable) 2024 income tax return information was not transferred via the FA-DDX and was considered verified, the student should provide the institution with a **2024 IRS Tax Return Transcript(s) or a signed copy of the 2024 income tax return and applicable schedules.**

A **2024 IRS Tax Return Transcript** may be obtained 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." Follow the instructions to create an ID.me account if you do not already have one. If you need help creating an ID.me account or verifying your identity, visit the [ID.me IRS Help Site](#).
- 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.

2. Verification of 2024 Income Information for Students with Unusual Circumstances

Complete this section if the student and/or spouse has filed or will file a 2024 income tax return with any of the following circumstances.

Check the box that applies:

The student and/or spouse is required to file a 2024 IRS income tax return and has been granted a filing extension by the IRS beyond the automatic six-month extension for tax year 2024 must provide:

- A signed statement listing the sources of any 2024 income and the amount of income from each source;
- A copy of the IRS's approval of an extension beyond the automatic six-month extension for tax year 2024;
- A copy of IRS Form W-2 for each source of employment income received or an equivalent document for tax year 2024; and
- 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 tax year 2024.

The student and/or spouse has filed an amended IRS income tax return for tax year 2024 must provide a signed copy of the 2024 IRS Form 1040X, "Amended U.S. Individual Income Tax Return," that was filed with the IRS or documentation from the IRS that includes the change(s) made by the IRS, in addition to one of the following:

- Income and tax information from the IRS on an ISIR record with all tax information from the original tax return;
- A **2024 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; or
- A signed copy of the 2024 IRS Form 1040 and the applicable schedules that were filed with the IRS.

The student and/or spouse was the victim of IRS tax-related identity theft, must provide:

- A copy of the signed 2024 income tax return and applicable schedules the individual filed with the IRS, or an equivalent document provided by the IRS; **and**
- An IRS 4674C letter (a letter from the IRS acknowledging the identity theft) or a statement signed and dated by the tax filer indicating that he or she was a victim of IRS tax-related identity theft, and the IRS is aware of it.

The student and/or spouse filed Non-IRS Income Tax Returns:

- A tax filer who filed an income tax return with a tax authority other than the IRS may provide a signed copy of his or her income tax return that was filed with the relevant tax authority. However, if the institution questions the accuracy of the information on the signed copy of the income tax return, the tax filer must provide the institution with a copy of the tax account information issued by the relevant tax authority before verification can be completed.

3. Verification of 2024 Income Information for Student Nontax Filers

The instructions and certifications below apply to the student and spouse (if the student is married). Complete this section if the student and spouse will not file and are not required to file a 2024 income tax return with the IRS.

By completing this document, I certify that I have not filed, and am not required to file, a 2024 income tax return, and that I have listed all income earned from work, other income, and resources for the 2024 tax year.

Also, check the box that applies:

- My spouse and I were not employed and had no income earned from work in 2024.
- My spouse and/or I were employed in 2024 and have listed below the names of all employers, the amount earned from each employer in 2024, and whether an IRS W-2 form or an equivalent document is provided.

Provide copies of all 2024 IRS W-2 forms issued to you and your spouse. List every employer, even if the employer did not issue an IRS W-2 form. If more space is needed, provide a separate page with your name and ID number at the top.

Employer's Name	IRS W-2 or an Equivalent Document Provided?	Annual Amount Earned in 2024
<i>(Example) ABC's Auto Body Shop</i>	Yes	\$4,500
Total Amount of Income Earned from Work		\$

- My spouse and/or I had other income and resources that supported us for the 2024 tax year.

List each source of income in the table below. If more space is needed, provide a separate page with your name and ID number at the top.

Source of Income	Annual Amount in 2024	
<i>(Example) Rental property</i>	\$4,500	
Total Amount of Income Earned from Work		\$

Student's Name: _____

Student ID: _____

D. Certification and Signature

Each person signing below certifies that all verification documents submitted with this certification are complete and accurate.

WARNING: If you purposely give false or misleading information, you may be fined, sent to prison, or both.

Print Student's Name

Student's ID Number

Student's Signature (required)

Date

Spouse's Signature (if applicable)

Date

***Do not mail this worksheet to the U.S. Department of Education.
Submit this worksheet to the financial aid administrator at your school.***