

Income Information to Be Verified

As part of federal student aid eligibility, students, and spouses (if married), 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 student and spouse filed separate 2022 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 2022 income information that was transferred into the student's FAFSA using income and tax information directly from the IRS. If 2022 income tax return information for the student (or spouse, if married) was not available or could not be used, the student should provide the institution with a 2022 IRS Tax Return Transcript(s) or a signed copy of the 2022 income tax return and applicable schedules. A 2022 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 "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript."
- Get Transcript ONLINE – Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript ONLINE." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript."
- Automated Telephone Request – 1-800-908-9946
- Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T

With the exception of "Get Transcript ONLINE," transcripts are generally received within 10 business days of the request.

Student's Income (Check one of the following)

Note: If you and your spouse filed separate 2022 IRS income tax returns, documentation must be provided for both.

- My (and my spouse's) signed 2022 IRS Federal Income Tax Return(s) (Form 1040 and Schedules 1-3) is attached.
- My (and my spouse's) 2022 IRS Tax Return Transcript(s) is attached.
- I (or my spouse) was not employed, and had no income earned from work in 2022. Provide documentation from the IRS that indicates a 2022 IRS income tax return was not filed, or a signed statement certifying that the student attempted to obtain confirmation of nonfiling from the IRS and was unable to obtain the documentation. A Verification of Nonfiling Letter from the IRS for 2022 can be requested by submitting to the IRS Form 4506-T and checking box 7.
- I (or my spouse) will not file and am not required to file a 2022 IRS Federal tax return and have listed below the names of all employers, the amount earned from each employer in 2022 and whether an IRS W-2 form is provided. A copy of all 2022 W-2s received must be submitted. List every employer even if they did not issue an IRS W-2 form. Provide documentation from the IRS that indicates a 2022 IRS income tax return was not filed, or a signed statement certifying that the student and/or spouse attempted to obtain confirmation of nonfiling from the IRS and was unable to obtain the documentation. A Verification of Nonfiling Letter from the IRS for 2022 can be requested by submitting to the IRS Form 4506-T and checking box 7.

Name of Employer	2022 Amount Earned	W-2 attached (yes or no)
<i>Complete this section only if you did NOT file taxes for 2022</i>		

Certification and Signatures

By signing this worksheet, I/we certify that all the information reported on this worksheet to qualify for Federal student aid is complete and correct. The student must sign and date.

Student's Signature

Date

Spouse's Signature (optional)

Date

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