



## Obtaining Verified Tax Information

For academic year 2023-2024 your 2021 taxes must be verified. The preferred method to verify income is by using the **IRS Data Retrieval Tool (DRT)** on your FAFSA at **studentaid.gov**. Most students will be eligible to use the DRT. If not, here are additional options:

### A 2021 Tax Return Transcript may be obtained through:

- Online Request – Go to [www.irs.gov/transcript](http://www.irs.gov/transcript). Click “Get Transcript Online” or “Get Transcript by Mail”.
- Telephone Request – 1-800-908-9946.
- Paper Request – IRS Form 4506-T. Check box #6a. Form must be sent to the IRS directly.

### Verification of Non-Filing may be obtained through:

- Online Request – Go to [www.irs.gov/transcript](http://www.irs.gov/transcript). Click “Get Transcript Online”.
- Paper Request – IRS Form 4506-T. Check box #7. Form must be sent to the IRS directly.

**Amended Tax Returns:** If you or your spouse filed an amended 2021 tax return, submit a signed copy of the 1040X form in addition to the 2021 tax return transcript.

**Foreign Tax Returns:** Submit a signed copy of the 2021 income tax return that was filed with the relevant tax authority.

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## C. STUDENT Income Information – check the box that applies:

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<input type="checkbox"/>	I have uploaded 2021 tax information via the IRS Data Retrieval Tool on the FAFSA.
<input type="checkbox"/>	I have attached the 2021 IRS Tax Return Transcript.
<input type="checkbox"/>	I earned wages in 2021 but, was not required to file taxes. I have indicated how much I earned in the section below, attached my W-2s, and attached a “Verification of Non-Filing” letter from the IRS.
<input type="checkbox"/>	I did not earn wages in 2021 and was not required to file taxes. I have indicated zero earnings in the section below and attached a “Verification of Non-Filing” letter from the IRS.

### Student wages earned from work (only complete if student DID NOT file taxes).

Employer's Name	Amount Earned
	\$
	\$

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## D. SPOUSE Income Information – check the box that applies:

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<input type="checkbox"/>	I have uploaded 2021 tax information via the IRS Data Retrieval Tool on the FAFSA.
<input type="checkbox"/>	I have attached the 2021 IRS Tax Return Transcript.
<input type="checkbox"/>	I earned wages in 2021 but, was not required to file taxes. I have indicated how much I earned in the section below, attached my W-2s, and attached a “Verification of Non-Filing” letter from the IRS.
<input type="checkbox"/>	I did not earn wages in 2021 and was not required to file taxes. I have indicated zero earnings in the section below and attached a “Verification of Non-Filing” letter from the IRS.

### Spouse wages earned from work (only complete if spouse DID NOT file taxes).

Employer's Name	Amount Earned
	\$
	\$

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## E. Sign this Worksheet

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Each person signing this worksheet certifies that all of the information reported on it is complete and correct.

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

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STUDENT SIGNATURE

\_\_\_\_\_  
STUDENT ID NUMBER

\_\_\_\_\_  
DATE