

Enter your JCC ID: J00 _____
FA 2425 IRS



IRS INCOME-TAX VERIFICATION – STUDENT

STUDENT TAX FILERS:

If student **did file, will file, or was required to file** a 2022 federal tax return, do **not** submit this form to the financial aid office. See **Tax Filer Instructions** on page 2.

STUDENT NON-TAX FILERS:

Submit this form if student **did not file and was not required to file** a 2022 income tax return.

Student's name: _____ Phone: _____

Student tax filing status: This form is required if students selected for verification **did not file** a 2022 federal tax return.

1. Check here to certify student **did not file and was not required to file a 2022 federal tax return.**
 - ☞ If you are **independent** for federal student aid purposes, you must also submit a Verification of Non Filing (VONF) transcript from the IRS. (See **Instructions for Obtaining Tax Transcripts from the IRS** on page 2.)
 - ☞ If you are a **dependent** student, you are not required to submit VONF but are required to submit this form.
2. Check **one box below** to indicate the status of your Verification of Non-filing letter from the IRS:
 - Student is dependent for federal student aid purposes and is not required to submit VONF.
 - VONF for tax year 2022 is being submitted with this form.
 - VONF for tax year 2022 request has been sent to IRS, but not received, and will be submitted on receipt.

Employment status: Check Box 1 or Box 2 for status that applies to student non-tax filer.

- 1 Student was **not employed**, and had no income earned from work in 2022.
- 2 Student was **employed in 2022** but was not required to file a federal tax return, and has listed below the names of **all** employers, the amount earned from each employer in 2022, and whether an IRS W2 form or equivalent document is provided. List every employer even if the employer did not issue a W2 form. **Provide copies of all 2022 W2 forms issued to you by your employer(s).**

Name of wage earner	Name of Employer	W2 or equivalent document provided?	Annual Amount Earned in 2022
(Example) Mary Doe	ABC Auto body Shop	YES	\$4500.00

Check this box and attach separate page with student's name and JCC ID number at the top if more space is needed.

Certification: Each person signing below certifies that all of the information reported is complete and correct.
WARNING: If you purposely give false or misleading information, you may be fined, sentenced to jail or both.

Student signature: _____ Date: _____

Signature of parent listed on FAFSA is required if student is considered dependent for federal student aid purposes:

Parent signature: _____ Date: _____

JCC Financial Aid Office | PO Box 20 | Jamestown, NY 14702-0020
Jamestown 716.338.1009 | 1.800.388.8557 ext. 1009 | Olean 716.376.7512 | 1.800.388.8557 ext. 7512 | FAX 716.338.1459

TAX FILER INSTRUCTIONS

If you (and your spouse if married) filed a 2022 federal tax return, **do not submit page 1** to the financial aid office. Instead, provide tax data by one of the following:

- Submit a copy of your/your spouse's 2022 Tax Return Transcript available from the IRS *or*,
- Submit a **signed** copy of your/your spouse's 2022 federal tax return and applicable schedule(s).

See instructions below for obtaining Tax Return Transcript's from the IRS.

INSTRUCTIONS FOR OBTAINING TAX TRANSCRIPTS FROM THE IRS

Instructions:

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 **"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.

The IRS offers the following **transcript types** at no charge:

- **Verification of Non-Filing Letter** is required of independent students (and spouse's, if married) who did not file and were not required to file a 2022 federal tax return. This is available using Get Transcript Online or Form 4506-T.
- **Wage and Income Transcript** shows data from the W2, 1099, 1098 and Form 5498, IRA Contribution Information. This transcript can be submitted in lieu of W2s and is available using Get Transcript Online or Form 4506-T.

INSTRUCTIONS FOR SPECIAL SITUATIONS

Amended Returns: Tax filers who filed a 2022 amended tax return need to submit both a signed copy of the 2022 federal tax return with applicable schedule(s) or a Tax Return Transcript **AND** a **signed** copy of Form 1040-X "Amended U.S. Individual Income Tax Return."

Marital Status has changed since Tax Year 2022:

- If your marital status has changed to married since the 2022 tax filing year you must submit a tax return transcript obtained from the IRS or a signed copy of the 2022 federal tax return with applicable schedule(s) AND copies of all 2022 W2s for both you and your spouse even though you were not married in 2022. A Verification of Non-Filing Letter, W2s (if either/both worked), and page 1 of this form must be submitted for either student or spouse who did not file a 2022 federal return.
- If your marital status has changed to separated or divorced since the 2022 tax filing year and the 2022 return was filed as Married Filing Jointly, all W2 forms for both taxpayers on the tax return must be provided to the financial aid office, along with the signed tax return and schedule(s) or tax return transcript, so income can be separated appropriately.

Victim of IRS Identity Theft: A victim of IRS identity theft who is not able to obtain a 2022 IRS Tax Return Transcript will need to contact the IRS at 1-800-908-4490 to receive a printout of the tax return transcript by mail. Submit this printout along with a signed statement indicating that you were a victim of IRS tax-related Identity theft and that the IRS has been made aware of the tax-related identity theft to the financial aid office.

Non-IRS Income Tax Returns: An individual who filed a 2022 non-IRS income tax return with a foreign tax authority must provide a **signed** copy of the 2022 tax return from the relevant tax authority.