

IRS INCOME-TAX VERIFICATION – STUDENT

STUDENT TAX FILERS:

If the student **filed, will file, or was required to file** a 2024 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 the student **did not file** and **was not required to file** a 2024 income tax return.

Student's name: _____ Phone: _____

Student tax filing status: This form is required if students selected for verification **did not file** a 2024 federal tax return.

1. Check here to certify student did not file and was not required to file a 2024 federal tax return.

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

- 1 Student was **not employed** and had no income earned from work in 2024.
- 2 Student was **employed in 2024** 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 2024, 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 2024 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 2024 |
|---------------------|--------------------|-------------------------------------|------------------------------|
| (Example) Mary Doe | ABC Auto Body Shop | YES | \$4500.00 |
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Check this box and attach a separate page with the 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 the parent listed on FAFSA is required if the student is considered dependent for federal student aid purposes:

Parent signature: _____ Date: _____

TAX FILER INSTRUCTIONS

If you (and your spouse if married) filed a 2024 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 2024 Tax Return Transcript available from the IRS *or*,
- Submit a **signed** copy of your/your spouse's 2024 federal tax return and applicable schedule(s).

INSTRUCTIONS FOR OBTAINING TAX TRANSCRIPTS FROM THE IRS

Instructions:

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. 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:

- **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 2024 amended tax return need to submit both a signed copy of the 2024 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 2024:

- If your marital status has changed to married since the 2024 tax filing year, you must submit a tax return transcript obtained from the IRS or a signed copy of the 2024 federal tax return with applicable schedule(s) AND copies of all 2024 W2s for both you and your spouse, even though you were not married in 2024. Additionally, page 1 of this form must be submitted for either the student or the spouse who did not file a 2024 federal return.
- If your marital status has changed to separated or divorced since the 2024 tax filing year and the 2024 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 Tax Identity Theft: If you are a victim of IRS tax identity theft and are unable to obtain a 2024 IRS Tax Return Transcript, you may submit the following:

- A signed copy of your tax return, including all applicable schedules filed with the IRS, **and** either:
 1. An IRS 4674C letter acknowledging the identity theft, **or**
 2. A signed and dated statement from the tax filer confirming they were a victim of IRS tax-related identity theft and that the IRS is aware of the situation.

Non-IRS Income Tax Returns: An individual who filed a 2024 non-IRS income tax return with a foreign tax authority must provide a **signed** copy of the 2024 tax return from the relevant tax authority.