



## 2024-2025 STUDENT INCOME VERIFICATION

Student Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

### CHECK THE BOX THAT APPLIES

The instructions and certifications below apply to you and your spouse (if you are married.)

- I am either married and filed jointly with my spouse in 2022, or I am single, divorced, or widowed and filed a 2022 federal tax return with a filing status of Single or Head of Household.  
**Next step:** Submit your 2022 signed federal tax return.
- I am separated, divorced, or widowed and filed a 2022 federal tax return with a status of Married Filing Jointly.  
**Next step:** Submit your 2022 signed federal tax return AND copies of all 2022 W-2s, 1098s, and 1099s for both tax filers.
- I am married but did not file a joint federal tax return with my spouse in 2022.  
**Next step:** Submit signed federal tax return and/or signed Non-Filing Statement for both student and spouse.
- I/we have filed or will file a 2022 foreign tax return.  
**Next step:** Submit a signed and translated copy of your foreign 2022 tax return showing the Adjusted Gross Income (AGI) and Taxes Paid.
- I/we were not employed, had no income in 2022 and did not file a federal tax return.  
**Next step:** Submit a signed Non-filing Statement for student (and spouse, if applicable).
- I/we were employed in 2022 but are not required to file a federal tax return.  
**Next step:** List your employer(s) and the amount earned in 2022. Submit a copy of the W-2 for each employer AND a signed Non-Filing Statement.

Employer's Name	IRS W-2 or an Equivalent Document Provided?	Annual Amount Earned in 2022
Example: ABC's Auto Body Shop	Yes	\$4,500.00
		\$
		\$
		\$
		\$
		\$
<b>Total Amount of Income Earned From Work</b>		\$

If more space is needed, provide a separate page with the student's name and ID number at the top.

### CERTIFICATION AND SIGNATURE

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, sent to prison, or both.** Signatures must be provided in blue or black ink. Digital and/or typed signatures will not be accepted.

Student Signature (Required): \_\_\_\_\_ Date: \_\_\_\_\_

Spouse Signature (Optional): \_\_\_\_\_ Date: \_\_\_\_\_

# HOW TO REQUEST IRS DOCUMENTS

## **COMPLETE ONE OF THE FOLLOWING:**

### **Online Request: Get Transcript Online** [www.irs.gov](http://www.irs.gov)

1. From IRS home page, click "Get Your Tax Record."
2. Click "Get Transcript Online."
3. Create an ID.me account. *For this step you will need a government issued photo ID, an email address, and SSN.*
4. Select "Other."
5. Then "Return Transcript" for 2022.

### **Phone Request: Get Transcript or Non-Filing Letter by Mail**

1. Call the IRS at 1-800-908-9946.
2. Follow the prompts to enter the social security number and the numbers in your street address.
3. Select "Option 2" and then enter "2022."
4. If successfully validated, the letter should be received by mail within 5-10 days from the time of the request.

### **Online Request: Get Non-filing Letter by Mail**

1. From [www.IRS.gov](http://www.IRS.gov), click "Get Your Tax Record."
2. Click "Get Transcript by Mail."
3. Enter the non-filer's SSN, date of birth, street address, and zip or postal code. Use the address currently on file with the IRS.
4. Click "Next", then select "Verification of Non-filing Letter" and in the Tax Year field, select "2022."
5. You can expect to receive a paper IRS Verification of Non-filing Letter at the address included within 5 to 10 days.

## **SPECIAL TAX SITUATIONS**

### **Amended Tax Return:**

Bring copy of Tax Return Transcript and a copy of the 1040X (Amended Tax Return), signed by taxpayer and stamped by IRS.

### **Victim of IRS Tax-Related Identity Theft:**

1. Contact the IRS Identity Theft Protection Specialized Unit (IPSU) via telephone at (800) 908-4490.
2. After the IPSU authenticates tax filer identity, the tax filer must request the IRS to mail a Transcript Database View (TRDBV).
3. Submit a signed statement by the tax filer indicating that he or she was a victim of IRS tax-related identity theft.