

2025-2026 PARENT INCOME VERIFICATION

Student Name: _____

Student ID: _____

Complete this section for each parent included in the household that filed or will file a 2023 federal income tax return:

- ☐ My parent is single.
Next step: Submit a signed copy of your parent's 2023 federal tax return.
- ☐ My parents are married, and they have filed a joint 2023 federal tax return.
Next step: Submit a signed copy of their 2023 federal tax return.
- ☐ My parents are married but did not file a joint 2023 federal tax return.
Next step: Submit signed copies of their 2023 federal tax returns for BOTH parents. If a parent does not have a social security number or an Individual Tax Identification Number (ITIN) submit a signed statement on non-filing for that parent.
- ☐ My parents are not married but living together and both filed a 2023 federal tax return.
Next step: Submit signed copies of the 2023 federal tax returns for BOTH parents. If a parent does not have a social security number or an Individual Tax Identification Number (ITIN) submit a signed statement on non-filing for that parent.
- ☐ My parent is, separated, divorced, or widowed and filed a 2023 federal tax return as married filing jointly.
Next step: Submit a signed copy of their 2023 federal tax return AND all 2023 W-2s, 1098s and 1099s for both tax filers.
- ☐ My parent is: single, married, or not married but are living together, are required to file but have not yet filed a 2023 federal income tax return.
Next step: Submit a signed copy of their 2023 federal tax return(s) after it has been filed.
- ☐ My parent is: single, married, or not married but living together and have filed or will file a **2023 foreign tax return**.
Next step: Submit a signed and translated copy of your foreign 2023 tax return.

Complete this section if each parent included in the household DID NOT and WILL NOT file a 2023 federal income tax return:

- ☐ My parent(s) in the household were not employed, had no income in 2023 and did not file a 2023 federal tax return.
Next step: Submit a Non-filing letter from the IRS for each parent.
- ☐ My parent(s) in the household do not have a Social Security Number or an Individual Taxpayer Identification Number (ITIN).
Next step: List employer(s), submit a copy of all W-2(s) AND a signed non-filing statement for each parent.
- ☐ My parent(s) in the household were employed in 2023 but are not required to file a 2023 federal tax return.
Next step: List employer(s), submit a copy of all W-2(s) AND a signed non-filing statement for each parent.

Employer's Name	IRS W-2 or an Equivalent Document Provided?	Annual Amount Earned in 2023
		\$
		\$
		\$
		\$

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 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 _____

Date: _____

Spouse Signature _____

Date: _____

HOW TO REQUEST IRS DOCUMENTS

Online Request: Get Transcript Online 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 2023.

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 "2023."
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](https://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 "2023."
5. You can expect to receive a paper IRS Verification of Non-filing Letter at the address included within 5 to 10 days.

NON-SSN / NO INDIVIDUAL TAXPAYER IDENTIFICATION NUMBER (ITIN)

If your parent(s) listed in the household did not file a 2023 tax return, submit a signed statement that they did not file a 2023 federal income tax return because they do not have a social security number or an ITIN. Submit a statement for each parent this applies to.