

## 2025-2026 FEDERAL VERIFICATION & TAX RETURN TRANSCRIPT REQUEST INSTRUCTIONS

The U.S. Department of Education randomly selects FAFSA's for a review process called "verification." This process requires the Office of Financial Aid to collect documentation from you and/or your contributor(s) to ensure that the information submitted on your FAFSA® is correct.

The documents required to complete the verification process include the Verification Worksheet and signed copies of your and/or your contributor(s) 1040 Federal Tax Return that was filed with the IRS. In some cases, a signed copy of an 1040X Amended Tax Return filed with the IRS, or an IRS Verification of Non-Filing Letter may also be required.

### **TAX RETURN TRANSCRIPT REQUEST**

If you and/or your contributor(s) do not have a signed copy of your 2023 Federal Tax Return that was filed with the IRS, you will need to request a 2023 Tax Return Transcript directly from the IRS. You can request your tax return transcript online, by mail, or by phone. There is no charge for this service.

#### **REQUEST ONLINE**

1. Go to the Internal Revenue Service (IRS) website at <http://www.irs.gov> and select "Get your tax record."
2. Click on the "Sign in to your online account" box.
3. If you have an existing individual online account, sign in by selecting the "Sign in with ID.me" box. If you do not have an individual online account, select the "ID.me Create an account" box.
4. Once you have successfully signed in, click on the "Tax Records" page, and follow the prompts to print your 2023 tax return transcript.

#### **REQUEST BY MAIL**

1. Go to the Internal Revenue Service (IRS) website at <http://www.irs.gov> and select "Get your tax record."
2. Scroll down to the middle of the page and click on the "Get transcript by mail" box.
3. Provide the requested information and "Submit" your request.
4. You should receive your transcript in 5-10 calendar days.

#### **REQUEST BY PHONE**

1. Call the IRS at 1.800.908.9946 and follow the voice prompts.
2. Choose "tax return transcript" for the type of transcript and "2023" for the tax year.
3. You should receive your transcript in 5-10 calendar days.

### **VERIFICATION OF NON-FILING LETTER**

If you did not file AND were not required to file a 2023 federal tax returns, you may be required to obtain a 2023 IRS Verification of Non-Filing Letter from the IRS. This letter states that the IRS has no record of a processed 1040 federal tax return for you.

To request 2023 IRS Verification of Non-Filing Letter, follow any one of the methods listed above (online, by mail, or by phone).