
IRS TAX DOCUMENT FACT SHEET

To receive financial aid, you must submit a copy of your **Federal Income Tax Return**. To complete the verification process, please submit one of the documents listed below.

2009 Federal Income Tax Return - A **signed** copy of your return (and your spouses' if you are married and filed separate returns). IRS forms include: 1040, 1040A, and 1040EZ. A copy of **all** supporting tax schedules must be attached. **Note:** If you filed a 1040X (Amended Return) the original tax form **or** the Corrected Tax Form must be attached to the 1040X

Non-Filing Certification - If you (or your spouse) are not required to file a Federal Income Tax Return (according to the IRS filing requirements) you must complete a Non-Filing Certification and attach 2009 W-2 forms.

Electronic Filing (e-file) - This document will be accepted if the following are attached: 1) the preparer's attestation (with the signature of the preparer if professionally prepared included name, EIN and/or SSN of the preparer); and 2) the U.S. Individual Income Tax Return 1040, 1040A, or 1040EZ. **Note:** if you prepared your own taxes, you must sign the document attesting to the accuracy.

IRS Form 8453 - If you filed your taxes electronically you must also submit a copy of your return, or a copy of the e-file. The IRS Form 8453 alone is not an acceptable verification document.

IRS Extension - You must file your Federal Income Tax Return prior to the processing of your award package. An IRS Extension will not be accepted unless granted by the IRS; student must submit W-2 forms, and , as proof of grant, either a copy of IRS Form 4868 or a copy of the IRS approval of an extension beyond the automatic 6 month extension.

In addition to the above documentation, the student must submit a copy of the tax returns when filed. A student who fails to submit a copy of the filed tax return or alternative documents before the deadline for verification is ineligible for FSA funds and is required to repay any aid disbursed.

Lost Return - If you did not retain a copy of your **2009** Federal Income Tax Return, you must request a copy from the IRS. You may call the IRS at **800-829-1040** to request a transcript of your return or contact the Financial Aid Office to get a **Request for Copy or Transcript of Tax Form (Form 4506, 4506T or 4506T-EZ)**. The cost per copy is **\$57.00**. Please send your completed request form and your check directly to the IRS. The address is on the back of the request form. **Please note:** The Financial Aid Office will accept the **Tax Account Information** as an income verification document from **1040EZ** tax filers only.

Note: Students who were married at the time they filed their Free Application for Federal Student Aid (FAFSA) are required to submit a copy of their Spouses' return even if they were not married in 2009. See the 2010-2011 Free Application for Federal Student Aid, Page 4, Step Two.
