

2021-2022 Required Tax Documents to Complete Verification				
Please submit pages 3 and 4 of this document along with tax information listed below.				
Priority Deadline: Returning Students: Return by April 1, 2021 for maximum aid consideration.				
New Students: Return by June 1, 2021 for maximum aid consideration.				
Parents		Students		
Parents who FILED a 2019 Tax Return	Parents who earned income but WERE NOT required BY LAW to file a 2019 Tax Return	Student who FILED a 2019 Tax Return	Student who earned income for 2019 but WAS NOT required BY LAW to file taxes for the year 2019	Student who DID NOT earn income for 2019
2019 IRS Tax Return Transcript OR Use of the IRS Data Retrieval Tool (See Below) OR Signed copy of filed 2019 federal Tax Return, including all schedules	IRS Form W-2 for each source of 2019 employment income received OR 2019 Wage and Income Transcript obtained through the IRS AND IRS Verification of 2019 Non-Filing Letter dated on or after October 1 st , 2020 (See Page 2)	2019 IRS Tax Return Transcript OR Use of the Data Retrieval Tool (See Below) OR Signed copy of filed 2019 federal Tax Return, including all schedules	IRS Form W-2 for each source of 2019 employment income received OR 2019 Wage and Income Transcript obtained through the IRS (See Page 2)	Completed Federal Verification Worksheet (Pages 3 & 4)

Tax Document – Option #1 (preferred). Use the IRS Data Retrieval Tool (DRT) on the FAFSA:

Parents who file Married Filing Jointly, Single, or Head of Household can use the DRT.

Log in at FAFSA.gov:

1. As a returning FAFSA filer, select the “Log In” button.
2. Log in using the student’s FSA ID and password.
3. Click on “Make FAFSA Corrections.”
4. Create a transaction “Save Key” and click “Next.”

Parent/Student IRS DRT (complete for parent and student):

1. Go to the “Financial Information” tab – parent or student.
2. Make sure that the status of the tax return is marked as “Already Completed.”
3. You will be presented with a series of questions to determine whether the parent(s)/student are eligible for the IRS DRT.
4. If eligible, click “Link to IRS” to be transferred to the IRS database. Enter the parent or student FSA ID and password.
5. Enter the address information exactly as it appears on your tax return. Click “Submit.”
6. Check the “Transfer My Tax Information into the FAFSA” box.
7. Click the “Transfer Now” button. You will be redirected back to the FAFSA.

Tax Document Option #2. Requesting an IRS Tax Return Transcript.

If you use this option write the student’s name and ID on the transcript before submitting it to our office.

- IRS Online Tax Return Transcript Request <https://www.irs.gov/individuals/get-transcript>
- IRS Automated Phone Transcript Service 1-800-908-9946

Tax Document – Option #3. Submit a signed copy of your filed 2019 federal Tax Return along with all schedules.

Additional Information for Special Tax Filing Situations

Parent(s) not required to file a federal tax return provide the following for each Non-filer:

1. A copy of IRS Form W-2 for each source of 2019 employment income received (or an equivalent document such as the Wage and Income Transcript). Wage and Income Transcripts can be obtained at www.irs.gov/individuals/gettranscript; **and**
2. IRS Verification of 2019 Non-filing Letter dated on or after October 1, 2020.

An IRS Verification of Non-filing Letter can be obtained online using the [IRS Get Transcript service](#). If the individual cannot obtain it online, you must request it by mail. Check box 7 on the [IRS Form 4506-T, Request for Transcript of Tax Return](#), and mail it to the IRS. If appropriate, a similar confirmation from another taxation authority (e.g., a U.S. territory or a foreign government) is also acceptable.

Individuals Who Filed an Amended 2019 IRS Income Tax Return, provide:

1. A transcript obtained from the IRS that lists 2019 tax account information of the tax filer(s); use of the IRS DRT on the FAFSA; or a signed copy of the filed 2019 tax return with all schedules;
AND
2. A signed copy of the 2019 IRS Form 1040X that was filed with the IRS.

Individuals required to file a 2019 IRS income tax return and were granted a filing extension by the IRS beyond the automatic six-month extension for tax year 2019, provide:

1. A copy of the IRS's approval of an extension beyond the automatic six-month extension for tax year 2019; **and**
2. IRS Verification of 2019 Non-filing Letter dated on or after October 1, 2020; **and**
3. A copy of IRS Form W-2 for each source of 2019 employment income received or an equivalent document; **and**
4. If self-employed, a signed statement certifying the amount of AGI and U.S. income tax paid for tax year 2019.

Individuals who were the victim of IRS tax-related identity theft are required to provide:

1. A 2019 Tax Return DataBase View (TRDBV) transcript obtained from the IRS;
AND
2. A statement signed and dated by the tax filer indicating that he or she was a victim of IRS tax-related identity theft and that the IRS has been made aware of the tax-related identity theft.

Student ID Number _____

Student Last Name _____

STUDENT

Check the one that applies:

	I, the student, earned NO income in tax year 2019; I did not file taxes.
	I, the student, used the IRS Data Retrieval Tool to transfer my 2019 tax information to my FAFSA, and did not change it.
	I, the student, am providing a copy of my 2019 IRS Tax Return Transcript, or a signed copy of my filed 2019 federal Tax Return and all schedules.
	I, the student, earned income for 2019, but was not required to file a Federal Tax Return. <ol style="list-style-type: none"> 1. I am providing copies of each W-2 for 2019. 2. I have completed the Non-filers section for students below.

Student Non-tax filer Section (do not complete if you checked one of the first three boxes above)

Name of Employer	2019 Amount Earned	W-2 Submitted
FOR NON-FILERS ONLY		

PARENT(S)

Check the one that applies:

	Parent(s) used IRS Data Retrieval Tool to transfer parent(s) 2019 tax information to student's FAFSA, and did not change it.
	Parent(s) is providing a copy of the 2019 IRS Tax Return Transcripts, or a signed copy of the filed 2019 federal Tax Return and all schedules.
	Parent(s) earned NO income for 2019 and are not required to file a Federal Tax Return. <ol style="list-style-type: none"> 1. I have attached a 2019 IRS Verification of Non-Filing Letter dated on or after October 1st, 2020.
	Parent(s) earned income for 2019 but were not required to file a Federal Tax Return. <ol style="list-style-type: none"> 1. I am providing copies of W-2s for each source of income for 2019. 2. I have attached a 2019 IRS Verification of Non-Filing Letter dated on or after October 1st, 2020. 3. I have completed the Non-filers section for parent(s) below.

Parent Non-tax filer Section (do not complete if you checked one of the first three boxes above)

Name of Employer	2019 Amount Earned	W-2 Submitted
FOR NON-FILERS ONLY		

Please be sure all information is complete and include all signatures. **Electronic signatures are not acceptable.** Make sure the student last name and ID number are clearly indicated on the top of each page.

If I purposely give false or misleading information on this worksheet, I may receive a fine, a prison sentence, or both. By signing this information request, I am certifying that all information is complete and correct.

Student Signature: _____ **Date:** _____
No Electronic Signatures

Parent Signature: _____ **Date:** _____
No Electronic Signatures

For the security of your personal information, the Virginia Tech Office of University Scholarships and Financial Aid does not accept completed forms sent via email. Please return completed forms to us via the document uploader, <https://finaid.vt.edu/documentuploader.html>, or by fax, 540-231-9139.