

Office of University Scholarships and Financial Aid

2526 VAVWSD 2.18.25

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2025-2026 Required Tax Documents to Complete Verification Please submit page 3 of this document along with tax information listed below. Priority Deadline: Returning Students: Return by April 1, 2025 for maximum aid consideration. New Students: Return by June 1, 2025 for maximum aid consideration.					
Parents		Students			
Parents who FILED a 2023 Tax Return	Parents who earned income but WERE NOT required BY LAW to file a 2023 Tax Return	Student who FILED a 2023 Tax Return	Student who earned income for 2023 but WAS NOT required BY LAW to file taxes for the year 2023	Student who <u>DID</u> NOT earn income for 2023	
2023 IRS Tax Return Transcript OR Signed copy of filed 2023 Federal Tax Return, including all schedules if applicable	IRS Form W-2 for each source of 2023 employment income received OR 2023 Wage and Income Transcript obtained through the IRS AND IRS Verification of 2023 Non-Filing Letter dated on or after October 1st, 2024 (See Page 2)	2023 IRS Tax Return Transcript OR Signed copy of filed 2023 federal Tax Return, including all schedules	IRS Form W-2 for each source of 2023 employment income received OR 2023 Wage and Income Transcript obtained through the IRS (See Page 2)	Completed Federal Verification Worksheet (Page 3)	

Tax Document – Option #1. Requesting a 2023 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

• IRS Automated Phone Transcript Service

Get Transcript by MailPaper Request Form

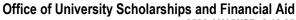
https://www.irs.gov/individuals/get-transcript

1-800-908-9946 (generally received within 10 business days)

https://www.irs.gov/individuals/get-transcript (click get by mail)

IRS Form 4506T-EZ or IRS Form 4506-T

Tax Document – Option #2. Submit a <u>signed</u> copy of your filed 2023 Federal Tax Return along with all schedules.





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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 2023 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 2023 Non-filing Letter dated on or after October 1, 2024.

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 2023 IRS Income Tax Return provide:

- A <u>record of account transcript</u> obtained from the IRS that lists the 2023 tax information for the tax filer(s).
 OR
- 2. A <u>signed</u> copy of the 2023 IRS Form 1040X, "Amended U.S. Individual Income Tax Return," that was filed with the IRS;

AND

3. A signed copy of the 2023 IRS Form 1040 and the applicable schedules that were filed with the IRS.

Individuals required to file a 2023 IRS income tax return and were granted a filing extension by the IRS beyond the automatic six-month extension for tax year 2023 must provide the following:

- 1. A copy of the IRS's approval of an extension beyond the automatic six-month extension for tax year 2023; and
- 2. IRS Verification of 2023 Non-filing Letter dated on or after October 1, 2024; and
- 3. A copy of IRS Form W–2 for each source of 2023 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 2023.

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

- A 2023 Tax Return DataBase View (TRDBV) transcript obtained from the IRS, if unable to obtain a TRDBV, an
 equivalent document provided by the IRS or a copy of the signed 2023 income tax return and applicable
 schedules the individual filed with 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.



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2025-2026 Dependent Student Federal Verification Worksheet

Student's			
ull Legal Name:			
Please print clearly)	Last	First	Middle
I will compare your VASA ification documents, we v	with the information on this form and v	vith any other required documents. If the	ice of University Scholarships and Financial re are differences between your VASA and dditional information. Please do not make
Charle that are that a	undia a	STUDENT	
Check the one that a	pplies: t, earned NO income in tax year 2023; I did	not file taxes	
i, the staden	t, samed NO moome in tax year 2020, raid	not no taxos.	
			d 2023 federal Tax Return and all schedules.
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	Student Non-tax filer Section (do not o	complete if you checked one of the first t	hree boxes above)
	ame of Employer	2023 Amount Earned	W-2 Submitted
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sent via email. Please return completed forms to us via the document uploader, https://finaid.vt.edu/documentuploader.html.