

| 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 <b>FILED</b> a 2023 Tax Return  | Parents who earned income but <b>WERE NOT</b> required <b>BY LAW</b> to file a 2023 Tax Return   | Student who <b>FILED</b> a 2023 Tax Return   | Student who earned income for 2023 but <b>WAS NOT</b> required <b>BY LAW</b> to file taxes for the year 2023  | Student who <b>DID NOT</b> earn income for 2023             |
| 2023 IRS Tax Return Transcript<br><b>OR</b><br>Signed copy of filed 2023 Federal Tax Return, including all schedules if <b>applicable</b> | IRS Form W-2 for each source of 2023 employment income received<br><b>OR</b><br>2023 Wage and Income Transcript obtained through the IRS<br><b>AND</b><br>IRS Verification of 2023 Non-Filing Letter dated on or after October 1 <sup>st</sup> , 2024<br><b>(See Page 2)</b> | 2023 IRS Tax Return Transcript<br><b>OR</b><br>Signed copy of filed 2023 federal Tax Return, including all schedules | IRS Form W-2 for each source of 2023 employment income received<br><b>OR</b><br>2023 Wage and Income Transcript obtained through the IRS<br><b>(See Page 2)</b> | Completed Federal Verification Worksheet<br><b>(Page 3)</b> |

**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 <https://www.irs.gov/individuals/get-transcript>
- IRS Automated Phone Transcript Service 1-800-908-9946 (generally received within 10 business days)
- Get Transcript by Mail <https://www.irs.gov/individuals/get-transcript> (click get by mail)
- Paper Request Form IRS Form 4506T-EZ or IRS Form 4506-T

**Tax Document – Option #2. Submit a signed copy of your filed 2023 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 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](http://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:

1. A record of account transcript obtained from the IRS that lists the 2023 tax information for the tax filer(s).  
**OR**
2. A signed 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:

1. 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.

## 2025-2026 Dependent Student Federal Verification Worksheet

Student ID Number: \_\_\_\_\_ Email: \_\_\_\_\_

Student's  
Full Legal Name: \_\_\_\_\_ , \_\_\_\_\_  
(Please print clearly) Last First Middle

Your 2025-2026 Virginia Alternative State Aid (VASA) Application has been selected for verification. The Office of University Scholarships and Financial Aid will compare your VASA with the information on this form and with any other required documents. If there are differences between your VASA and verification documents, we will make the corrections electronically. If necessary, our office will request additional information. **Please do not make any online corrections to your VASA during this process.**

### STUDENT

**Check the one that applies:**

|  |   |
|--|---|
|  | I, the student, earned <b>NO</b> income in tax year 2023; I did not file taxes.   |
|  | I, the student, am providing a copy of my 2023 IRS Tax Return Transcript, or a signed copy of my filed 2023 federal Tax Return and all schedules.   |
|  | I, the student, earned income for 2023, but was not required to file a Federal Tax Return. <ol style="list-style-type: none"> <li>1. I am providing copies of each W-2 for 2023.</li> <li>2. I have completed the Non-filers section for students below.</li> </ol> |

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

| Name of Employer | 2023 Amount Earned | W-2 Submitted |
|------------------|--------------------|---------------|
|                  |                    |               |
|                  |                    |               |
|                  |                    |               |

### PARENT(S)

**Check the one that applies:**

|  |   |
|--|---|
|  | Parent(s) is providing a copy of the 2023 IRS Tax Return Transcripts, or a signed copy of the filed 2023 federal Tax Return and all schedules.  |
|  | Parent(s) earned <b>NO</b> income for 2023 and are not required to file a Federal Tax Return. <ol style="list-style-type: none"> <li>1. I have attached a 2023 IRS Verification of Non-Filing Letter dated on or after October 1<sup>st</sup>, 2024.</li> </ol>   |
|  | Parent(s) earned income for 2023 but were not required to file a Federal Tax Return. <ol style="list-style-type: none"> <li>1. I am providing copies of W-2s for each source of income for 2023.</li> <li>2. I have attached a 2023 IRS Verification of Non-Filing Letter dated on or after October 1<sup>st</sup>, 2024.</li> <li>3. I have completed the Non-filers section for parent(s) below.</li> </ol> |

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

| Name of Employer | 2023 Amount Earned | W-2 Submitted |
|------------------|--------------------|---------------|
|                  |                    |               |
|                  |                    |               |
|                  |                    |               |

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 or typed signatures

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
No electronic or typed 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>.