VIRGINIA TECH™

2025-2026 Required Tax Documents to Complete Verification
Please submit page 3 of this document along with tax information listed below.

Student & Spouse (if married)

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 **DID NOT** earn income for 2023
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)** **AND** IRS Verification of 2023 Non-Filing Letter dated on or after October 1st, 2024 **(See Page 2)**	Completed Federal Verification Worksheet **(Page 3)** **AND** IRS Verification of 2023 Non-Filing Letter dated on or after October 1st, 2024 **(See Page 2)**

Tax Document – Option #1. Requesting a 2023 IRS Tax Return Transcript if info was not transferred via FA-DDX and considered verified:

        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 <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

Student & Spouse (if married) who are not required to file a federal tax return <u>MUST</u> provide the following for <u>EACH</u> 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 <u>www.irs.gov/individuals/gettranscript</u>;
   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 <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 <u>signed</u> 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 <u>beyond</u> the automatic six-month extension for tax year 2023, provide:

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.

For an individual who was the victim of IRS tax-related identity theft, provide:

1. A 2023 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.

2025-2026
Independent Student 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 earned **NO** income in tax year 2023; I did not file taxes. 1. I am providing a 2023 IRS Verification of Non-filing Letter dated on or after October 1, 2024.
	I have provided a copy of my 2023 IRS Tax Return Transcript, or a signed copy of my filed 2023 federal Tax Return and all schedules.
	I earned income for 2023 but was not required to file a Federal Tax Return. 1. I am providing a 2023 IRS Verification of Non-filing Letter dated on or after October 1, 2024. 2. I am providing copies of each W-2 for 2023. 3. 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	2023 Amount Earned	W-2 Submitted

SPOUSE *(IF APPLICABLE, IF NOT MARRIED LEAVE BLANK)*

Check the one that applies:

	I earned **NO** income in tax year 2023; I did not file taxes. 1. I am providing a 2023 IRS Verification of Non-filing Letter dated on or after October 1, 2024.
	I have provided a copy of my 2023 IRS Tax Return Transcript, or a signed copy of my filed 2023 federal Tax Return and all schedules.
	I earned income for 2023 but was not required to file a Federal Tax Return. 1. I am providing a 2023 IRS Verification of Non-filing Letter dated on or after October 1, 2024. 2. I am providing copies of each W-2 for 2023. 3. I have completed the Non-Filers section for spouses below.

Spouse 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

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.