2024-2025 Tax Filer Instructions

The U.S. Department of Education selected your application for "Verification", and we are required to ask you for this information before awarding you Federal financial aid. One of the items we have to verify on your application is Federal tax return information. If there are differences between your FAFSA application and this statement, we will send corrections electronically to the U.S. Department of Education. If corrections are made, you will then receive an updated Student Aid Report (SAR) from the Central Processor (CPS).

There are three ways to provide us with the required documentation.

1. The best way to verify income is by using the **IRS Data Retrieval Tool (IRS DRT)** that is part of FAFSA on the Web at FAFSA.gov. In most cases, no further documentation is needed to verify 2022 income tax return information that was transferred into the student's FAFSA using the IRS DRT.

2. Another option is to provide a SIGNED copy of your 2022 Federal Taxes (IRS Form 1040).

3. If you are unable or choose not to use the IRS DRT on the FAFSA and you don't have a copy of your taxes, you can provide a **2022 IRS Tax Return Transcript**.

   To obtain a **2022 IRS Tax Return Transcript**, go to https://www.irs.gov/Individuals/Get-Transcript , or call 1-800-908-9946. Users may be eligible to request their transcript online or click **Get Transcript by Mail**. You will need your Social Security number, date of birth, and address from your latest tax return.

   You can also mail in an IRS 4506-T form to the IRS to order a Tax Return Transcript. https://www.irs.gov/pub/irs-pdf/f4506t.pdf Line 5 enter: your CCV Student ID number. Line 6 enter: 1040 - Check the box on 6A for Return Transcript. Line 9 enter: 12/31/2022. Check box above signature lines.

   If the student and spouse filed separate 2022 IRS income tax returns, 2022 IRS Tax Return Transcripts must be provided for both.

   If parents filed separate 2022 IRS income tax returns, 2022 IRS Tax Return Transcripts must be provided for both.