

SECTION C: STUDENT TAX RETURN FILERS

Important Note: The instructions below apply to the student and spouse, if the student is married. Notify the financial aid office if the student or spouse filed separate IRS income tax returns for 2023 or had a change in marital status after December 31, 2023.

Instructions: Complete this section if the student and spouse filed or will file a 2023 IRS Income tax return(s).

As part of federal student aid eligibility, students, and spouses (as appropriate), will be required to consent and approve sharing and importing income and tax information from the IRS to the FAFSA form, even if the attempt to obtain or use such data is ineffective. In other words, if the student and spouse filed separate 2023 IRS income tax returns, both must provide consent and approval to share and import income and tax information from the IRS. In most cases, no further documentation is needed to verify 2023 income information that was transferred into the student's FAFSA using income and tax information directly from the IRS.

If 2023 income tax return information for the student (or spouse, if applicable) was not available or could not be used, the student should provide the institution with a 2023 IRS Tax Return Transcript(s) or a signed copy of the 2023 income tax return and applicable schedules.

A 2023 IRS Tax Return Transcript may be obtained through:

- **Get Transcript by MAIL** – Go to www.irs.gov, click “Get Your Tax Record.” Click “Get Transcript by Mail.” Make sure to request the “Return Transcript” and NOT the “Account Transcript.” The transcript is generally received within 10 business days from the IRS’s receipt of the online request.
- **Get Transcript ONLINE** - Go to www.irs.gov, click “Get Your Tax Record.” Click “Get Transcript Online.” Make sure to request the “Return Transcript” and NOT the “Account Transcript.” To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user’s name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS’s two-step authentication.
- **Automated Telephone Request** – 1-800-908-9946. Transcript is generally received within 10 business days from the IRS’s receipt of the telephone request.
- **Paper Request Form** – IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS’s receipt of the paper request form.

SECTION D: STUDENT NON-TAX FILERS

Complete this section if the student and spouse, if the student is married, will not file and are not required to file a 2023 income tax return with the IRS. Check the box that applies:

The student and spouse were not employed and had no income earned from work in 2023.

The student and/or spouse were employed in 2023 and have listed below the names of all employers, the amount earned from each employer in 2023, and whether an IRS W-2 form is provided. Provide copies of all 2023 IRS W-2 forms issued to the student and spouse by their employers. List every employer even if the employer did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student’s name and ID at the top.

Employer’s Name	Was an IRS W-2 provided by this employer? If yes, you must attach a copy of the W-2.	Annual Amount Earned in 2023
ABC’s Auto Body Shop (example)	Yes	\$4,500.00
Total Amount of Income Earned from Work in 2023		\$

Last Name

First Name

M.I.

Student ID

Provide a signed and dated statement certifying that the individual has not filed and is not required to file a 2023 income tax return, as well as the sources of 2023 income earned from work and the amount of income from each source.

Check here if non-filing statement is signed and dated.

Check here if non-filing statement will be provided later.

SECTION E: Certification and Signatures

The student signing below certifies that all of the information reported is complete and correct.

Warning: if you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.

Student's Signature

Date

PLEASE RETURN ALL FORMS AND DOCUMENTATION TO: (Mail or Fax)

Vernon College
Financial Aid Office
4400 College Drive
Vernon, TX 76384

Phone: 940-552-6291
financialaid@vernoncollege.edu