



**Fresno City College
Financial Aid Office**
1101 E University Ave
Fresno, CA 93741
Phone: (559) 442-8245
FAX: (559) 499-6024

2023-2024

Student Income Verification

You were selected for a review process called verification. Information on this form will be used to verify the accuracy of the information reported on the FAFSA. Please complete the entire worksheet in **blue or black ink**. Incomplete worksheets will not be accepted.

Student Name: _____ **Student ID #:** _____

Check the one box that applies to the student listed on the FAFSA.

- I/we filed a Form 1040 U.S. Individual Income Tax Return in 2021.
 - Submit 2021 IRS tax return transcript or **signed** 2021 1040 and Schedules (if applicable).
- I am separated, divorced, or widowed and filed a 2021 Form 1040 U.S. Individual Income Tax Return with a filing status of Married Filing Jointly.
 - Submit 2021 IRS tax return transcript or **signed** 2021 Form 1040 and Schedules (if applicable) AND copies of all 2021 W-2's, 1098's, and 1099's **for both individuals on the tax return.**
- My spouse and I did not file a joint tax return in 2021.
 - Submit 2021 IRS tax return transcript or **signed** Form 1040 and Schedules (if applicable) and/or Verification of Non-filing Letters 2021 from the IRS **for both student and spouse.**
- I/we were not employed, had no income and did not file taxes in 2021.
 - **Dependent students:** No further action required.
 - **Independent students:** Student (and spouse if applicable) will need to submit a Verification of Non-filing letter for 2021 from the IRS.
- I/we have filed or will file a 2021 Foreign Tax Return (country other than the United States).
 - Submit a **signed** and translated copy of your 2021 Foreign Tax Return showing the Adjusted Gross Income (AGI) and Taxes Paid.
- I/we were employed in 2021 but were not required to file a tax return.
 - Use the boxes below to list your employer(s) and the amount earned in 2021. If additional space is needed, attach a separate sheet with your name and FCC ID at the top.
 - Submit a copy of the W-2 for each employer listed below.
 - **Independent students:** Student (and spouse if applicable) must submit a Verification of Non-filing Letter for 2021 from the IRS.

Source of Income	Annual Amount	W-2 Provided
Example: John Doe Auto Body Shop	\$1,000.00	Yes
	\$	
	\$	

CERTIFICATION STATEMENT

I certify that the information reported is true and correct. False statements or misrepresentation will be cause for denial, reduction, withdrawal, and/or repayment of financial aid. I understand that if I purposely give false or misleading information, I could be fined, jailed, or both. **Digital and/or typed signatures are not acceptable.**

Student Signature

Date

REQUESTING AND SUBMITTING TAX INFORMATION FOR FINANCIAL AID

If you did not use the IRS Data Retrieval tool when you first submitted your FAFSA, we strongly recommend that you log back into your FAFSA (www.fafsa.gov) and try again to use the IRS Data Retrieval tool.

If you are unable to use the IRS Data Retrieval tool, you must request a copy of your Tax Return Transcript or IRS Verification of Non-Filing Letter.

Here's how:

Request by Phone				Request Online			
<p>Call the IRS at (800) 908-9946</p> <p>Follow prompts to enter Social Security number and numbers of the street address as it appears on the most recent tax return filed with the IRS</p> <p>Select option #2 to request a tax return transcript for 2021</p> <p>The IRS will mail a paper copy within 5 to 10 days</p>				<p>Go to www.irs.gov</p> <p>Click "Help"</p> <p>Click "Tools"</p> <p>Click "Get Transcripts"</p> <p>Click "Get Transcript Online"</p> <p>Follow prompts to validate your identity</p> <p>Create a login and password</p> <p>Choose "Higher Education/Student Aid" as the reason for the transcript request</p> <p>Select "Return Transcript for 2021"</p>			
FAQs about Requesting Your IRS Tax Transcript							
How can I request it?	Where do I request it?	What type of document will I receive?	How will I receive it?	<p>Request by Mail</p> <p>If you can't validate your identity for online access, you must use the "Get Transcript by Mail" option.</p> <p>Go to www.irs.gov and Click on "Get My Tax Record"</p> <p>If you filed taxes –</p> <p>Enter your SSN, date of birth, street address, and ZIP code</p> <p>Select "Tax Return Transcript"</p> <p>Select "2021"</p> <p>If you did not file taxes –</p> <p>Print IRS Form 4506-T</p> <p>Complete Lines 1-3</p> <p>Check box #7</p> <p>Enter "12/31/2021" on Line #9</p> <p>Sign the form and mail or fax to the IRS Office</p>			
Online	www.irs.gov	Tax Return Transcript or Letter of Non-filing	Able to immediately download and print				
Telephone	(800) 908-9946	Paper – Tax Return Transcript	Via mail in about 10 business days				
By Mail	www.irs.gov	Paper – Tax Return Transcript	Via mail in about 10 business days				
By Mail or Fax	Form 4506-T Mail to: IRS RAIVS Team P.O. Box 9941 Mail Stop 6734 Ogden, UT 84409 Fax to: 801-620-6922	Verification of Non-Filing Letter	Via mail in about 10 business days				

Special Tax Situations

Amended Tax Return

Bring copy of Tax Return Transcript **and**

A copy of the 1040X (Amended Tax Return), signed by taxpayer and stamped by IRS

Victim of IRS tax-related Identity Theft

Contact the IRS Identity Theft Protection Specialized Unit (IPSU) via telephone at (800) 908-4490

After the IPSU authenticates the tax filer's identity, the tax filer must request the IRS to mail an alternate paper tax return transcript known as the Transcript Database View (TRDBV)

The TRDBV will look different than a regular tax return transcript

Submit a signed statement by the tax filer indicating that he or she was a victim of IRS tax-related identity theft