



Please return this form to:  
 Wilmington College 937.382.6661 x600  
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 Wilmington, OH 45177

## 2024-2025 PARENT TAX FILING VERIFICATION FORM

### SECTION A: STUDENT INFORMATION

STUDENT NAME: \_\_\_\_\_ STUDENT ID: \_\_\_\_\_

Your application has been selected for Verification. We are required by federal law (34 CFR, Part 668) to compare the information from your Free Application for Federal Student Aid (FAFSA) with the federal tax information provided to the IRS, along with this form. If there are differences, your FAFSA information may need to be corrected. Complete this form and upload to your Financial Aid Student Self-Service Portal.

PLEASE NOTE:

✓ We cannot continue processing your financial aid until all required financial aid documents have been submitted.

### SECTION B: PARENT TAX INFORMATION (COMPLETE SECTION #1 IF YOU DID FILE, OR #2 IF YOU DID NOT FILE)

THE INSTRUCTIONS AND CERTIFICATIONS BELOW APPLY TO EACH PARENT INCLUDED IN THE HOUSEHOLD AS REPORTED ON THE FAFSA.

**1.) TAX FILERS**

COMPLETE THIS SECTION IF PARENT(S) DID FILE A 2022 INCOME TAX RETURN WITH THE IRS.

YOUR PARENT(S) USED THE IRS DIRECT DATA EXCHANGE ON THE FAFSA ON THE WEB TO TRANSFER THEIR 2022 IRS INCOME TAX RETURN INFORMATION INTO YOUR FAFSA, EITHER ON THE INITIAL FAFSA OR ON A CHILD'S CORRECTION.

YOUR PARENT(S) WAS UNABLE TO USE THE IRS DIRECT DATA EXCHANGE TOOL TO TRANSFER THEIR 2022 IRS TAX INFORMATION INTO YOUR FAFSA.

SUBMIT A COPY OF THEIR 2022 IRS TAX RETURN TRANSCRIPT(S) OR A SIGNED COPY OF THEIR 2022 FEDERAL INCOME TAX RETURN (1040) AND ALL SCHEDULES.  
 IMPORTANT NOTE: IF YOUR PARENT(S) FILED AN AMENDED 2022 FEDERAL INCOME TAX RETURN OR WERE A VICTIM OF IDENTITY THEFT, SUBMIT THE DOCUMENTS NOTED ON THE INSTRUCTION SHEET ON THE SECOND PAGE.

SEE SECOND PAGE FOR INSTRUCTIONS ON HOW TO OBTAIN THE VARIOUS TAX DOCUMENTS.

**2.) NON-TAX-FILERS**

COMPLETE THIS SECTION IF PARENT(S) DID NOT FILE AND WAS NOT REQUIRED TO FILE A 2022 INCOME TAX RETURN WITH THE IRS.

NEITHER PARENT WAS EMPLOYED AND HAD NO INCOME EARNED FROM WORK IN WORK IN 2022.  
 NOTE: SUBMIT A 2022 IRS VERIFICATION OF NON-FILING FORM FOR EACH PARENT.

ONE OR BOTH PARENTS WERE EMPLOYED IN 2022 BUT NOT REQUIRED TO FILE A 2022 INCOME TAX RETURN WITH THE IRS. LIST BELOW THE NAMES OF ALL THE PARENTS' EMPLOYERS, THE AMOUNTS EARNED FROM EACH EMPLOYER IN 2022, AND WHETHER AN IRS W-2 FORM IS ATTACHED.

➤ SUBMIT 2022 IRS VERIFICATION OF NON-FILING LETTER AND COPIES OF ALL 2022 IRS W-2 FORMS ISSUED TO THE PARENT(S) BY EMPLOYER(S). LIST EVERY EMPLOYER EVEN IF THEY DID NOT ISSUE AN IRS W-2 FORM.

EMPLOYER NAME	2022 AMOUNT EARNED	IRS W-2 ATTACHED
<i>Ex: Ray's Auto Body</i>	<i>\$2,000</i>	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
		<input type="checkbox"/> YES <input type="checkbox"/> NO
		<input type="checkbox"/> YES <input type="checkbox"/> NO
		<input type="checkbox"/> YES <input type="checkbox"/> NO

IF A W-2 IS NOT ATTACHED, PLEASE INCLUDE EXPLANATION.

### SECTION C: CERTIFICATION

*By entering my name below, I certify the information on the form and any attachments are accurate and complete to the best of my knowledge and that there is no forgery of signature(s). The information supplied on this form supersedes that which was provided on the FAFSA. I understand that any false statements or misrepresentation may be cause for denial, reduction, withdrawal, and/or repayment of financial aid, and I may be subject to a fine, imprisonment or both, under provisions of the United States Criminal Code.*

PARENT 1 SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
 PARENT 2 SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
 STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

# ACCEPTABLE 2022 TAX DOCUMENTS

## IRS DATA RETRIEVAL:

The best way to verify tax information is by using the IRS Direct Data Exchange (DDX) that is part of FAFSA on the Web. If your parent(s) have not already used the tool, then you and your parent should go to [www.studentaid.gov](http://www.studentaid.gov), go into the student's FAFSA record, select "Make FAFSA Corrections", and navigate to the Providing Consent section of the form. From there, follow the instructions to provide consent to have the IRS DDX Tool transfer 2022 IRS Income Tax Information into your FAFSA.

## IRS TAX RETURN TRANSCRIPT:

To obtain an IRS Tax Return Transcript, go to [www.irs.gov](http://www.irs.gov). Click on "Get Your Tax Record". Click on "Get Transcript by MAIL", OR "Get Transcript ONLINE".

Make sure to request the "IRS Tax RETURN Transcript" and not the "IRS Tax Account Transcript" for tax year 2022. Your parent(s) will need their Social Security Number, Date of Birth, and the address on file with the IRS (normally this will be the address used when the 2022 IRS Tax Return was filed). If successfully validated, your parent(s) will receive the Tax Return Transcript with 5-10 business days. Submit all pages (front & back) to us.

### IMPORTANT NOTE:

If your parents are married and filed separate 2022 tax returns, then you will need to submit 2022 Tax Return Transcripts for each parent.

## VERIFICATION OF NON FILING LETTER:

To obtain a Verification of Non-filing Letter, print the IRS Form 4506-T from the Financial Aid Forms webpage.

- Complete lines 1-4, following the instructions on Page 2 of the Form 4506-T.
- Enter the student ID in Line 5b.
- Check the box on Line 7 and the attestation box above the signature line.
- Sign and date the form and enter the taxpayer's phone number.
- Mail or fax the completed form to the appropriate address/fax number associated with the taxpayer's state of residence.

You will receive the Verification of Non-filing Letter within 21 days of the IRS receiving your request.

## AMENDED TAX RETURN FILERS:

An individual who filed an Amended Income Tax Return (IRS Form 1040X) for tax year 2022 must submit to Wilmington College:

- A signed copy of the 2022 IRS Form 1040X (Amended U.S. Individual Income Tax Return) that was filed with the IRS. Be sure to submit both pages of the tax document. AND
- A 2022 IRS Tax RETURN Transcript, which will reflect information from the originally filed tax return. Be sure to submit all pages (front and back) to us. OR
- A signed copy of the 2022 IRS Form 1040 and all schedules that were filed with the IRS.

## VICTIMS OF IRS TAX RELATED IDENTITY THEFT:

An individual who was a victim of IRS tax-related identity theft must submit to Wilmington College:

- A Tax Return Database View (TRDBV) Transcript for tax year 2022. This document must be obtained directly from the IRS' Identity Protection Specialized Unit (IPSU) by calling their toll-free number 1.800.908.4490. Once the taxpayer's identity has been authenticated, the IRS will mail the taxpayer the TRDBV. Be sure to submit all pages (front and back) to us AND 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 is aware of the tax-related identity theft.