



Please return this form to:  
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 Wilmington, OH 45177

## 2025-2026 SPOUSE 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.

**PLEASE NOTE:**

We cannot process your financial aid until all required documents have been uploaded to your Financial Aid Student Self-Service Portal.

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

THE INSTRUCTIONS AND CERTIFICATIONS BELOW APPLY TO THE STUDENT AS REPORTED ON THE FAFSA.

<p><b>1.) <u>NON-FILERS</u></b>                  COMPLETE THIS SECTION IF YOU DID <b>NOT FILE</b> AND WAS NOT REQUIRED TO FILE A 2023 INCOME TAX RETURN WITH THE IRS.</p>	<p><b>2.) <u>FILERS</u></b>                  COMPLETE THE SECTION BELOW IF THE STUDENT <b>DID FILE</b> A 2023 INCOME TAX RETURN WITH THE IRS.</p>
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**I WAS NOT EMPLOYED AND HAD NO INCOME EARNED FROM WORK IN 2023. PLEASE SUBMIT A 2023 IRS VERIFICATION OF NON-FILING FORM LETTER AND COPIES OF ALL 2023 IRS W-2 FORMS ISSUED TO THE STUDENT BY EMPLOYER(S).**

**I CONSENTED TO THE FA-DDX OPTION ON THE FAFSA TO TRANSFER MY 2023 IRS INCOME TAX RETURN INFORMATION INTO MY FAFSA.**

**I WAS EMPLOYED IN 2023 BUT WAS NOT REQUIRED TO FILE A 2023 INCOME TAX RETURN WITH THE IRS. LIST BELOW THE NAMES OF ALL YOUR EMPLOYERS, THE AMOUNTS EARNED FROM EACH EMPLOYER IN 2023, AND WHETHER AN IRS W-2 FORM IS ATTACHED.**

**I HAD OTHER INCOME AND RESOURCES THAT SUPPORTED ME FOR THE 2023 TAX YEAR.**

**I AM UNABLE TO USE THE FA-DDX OPTION ON THE FAFSA TO TRANSFER MY 2023 IRS TAX INFORMATION INTO MY FAFSA. PLEASE SUBMIT A COPY OF YOUR 2023 IRS TAX RETURN TRANSCRIPT(S) OR A SIGNED COPY OF YOUR 2023 FEDERAL INCOME TAX RETURN AND SCHEDULES 1, 3, C AND F (IF APPLICABLE).**

List every employer below even if they did not issue an IRS W-2 form. List each source of income in the table below.

IMPORTANT; IF YOU FILED AN AMENDED 2023 FEDERAL INCOME TAX RETURN OR WERE A VICTIM OF IDENTITY THEFT, SUBMIT THE DOCUMENTS NOTED ON THE INSTRUCTION SHEET ON THE SECOND PAGE.

EMPLOYER NAME	2023 AMOUNT EARNED	IRS W-2 ATTACHED			
<i>Ex: Ray's auto body</i>	<i>\$2,000</i>	YES	NO		
<i>Ex: Rental Property</i>	<i>\$4,500</i>	YES	NO		
		YES	NO		
		YES	NO		

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

**SECTION C: CERTIFICATION**

*By signing this form, 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.*

**STUDENT'S SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

# ACCEPTABLE 2023 TAX DOCUMENTS

## IRS DATA RETRIEVAL:

The best way to verify tax information is by consenting to the FUTURE Act Data Direct Exchange (FA-DDX) that is part of the FAFSA. If you have not already provided consent, then you should go to [www.studentaid.gov](http://www.studentaid.gov), log into your spouse'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 FA-DDX Tool transfer your 2023 IRS Income Tax Information into your spouse's 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 2023. You (and your spouse, if married) will need your Social Security Number, Date of Birth, and the address on file with the IRS (normally this will be the address used when the 2023 IRS Tax Return was filed). If successfully validated, you will receive the Tax Return Transcript with 5–10 business days. Submit all pages (front & back) to us.

## IMPORTANT NOTE:

If you and your spouse filed separate 2023 tax returns, then you will need to submit 2023 Tax Return Transcripts for both you and your spouse.

## 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's WC 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 2023 must submit to Wilmington College:

- A signed copy of the 2023 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 2023 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 2023 IRS Form 1040 and Schedules 1, 3, C and F (if applicable) 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 copy of the signed 2023 Income Tax Return and Schedules 1, 3, C and F (if applicable) filed with the IRS; **AND**
- An IRS 4674C letter (a letter from the IRS acknowledging the identity theft) or a statement signed and dated by the tax filer indicating that he or she was a victim of IRS tax-related identity theft, and the IRS is aware of it.