



## Office of Financial Aid & Scholarships

### MOTHER (STEPSISTER) 2024 FEDERAL TAX REQUEST

Your 2026-2027 application for federal student aid has been selected for verification of 2024 tax information. Please submit all required documentation listed below for your mother (stepmother). Failure to submit all required documents will result in a delay in the processing of your aid. **The student's name and ID number should be listed on all documents submitted.**

#### SUBMIT 2024 TAX RETURN OR TAX RETURN TRANSCRIPT

- ♦ Tax Transcript
  - May be requested online at [irs.gov](http://irs.gov) and selecting “Get your tax records and transcripts” or by calling 1-800-908-9946. Make sure to request the “Tax Return Transcript” and NOT the “Account Transcript”.
  - To use the IRS Online tool you will need to create an ID.me account with the IRS. You can use either a self-service process that requires a photo of a government ID and selfie, or a live call with an ID.me video chat agent that doesn’t require biometric data.
- ♦ Tax Return
  - Submit a signed (with physical signature) copy of the 1040 filed with the IRS
- ♦ If an amended tax return was filed, submit a **signed** copy of the 1040X “Amended U.S. Individual Income Tax Return” **and** a 2024 IRS Tax Return/Transcript.
- ♦ If an individual filed or will file a 2024 income tax return with Puerto Rico, another U.S. territory, or with a foreign country, must provide:
  - A signed copy of the 2024 income tax return(s); **or**
  - A transcript obtained from a government of a U.S. territory or commonwealth; or a foreign central government that includes all of the tax filer’s income and tax information required to be verified for tax year 2024.

#### SUBMIT ALL 2024 W2s

- ♦ Amount(s) reported in Box 1 of W-2 forms should total ‘Wages, Salaries, Tips, Etc.’ reported on the Tax Return/Transcript. If amount(s) from forms other than a W-2 are included on this line, please submit those additional documents as well.

#### SUBMIT 2024 TAX SCHEDULES

- **Schedule K-1 Form 1065, if applicable**
  - This form is only required for tax filers who have Partnership Income reported on Schedule E of the 1040 filed
- ♦ **If submitting a 1040, the following schedules must be submitted, if filed**
  - Schedule 1
  - Schedule 2
  - Schedule 3
  - Schedule C
  - Schedule F