

## PROVIDING TAX INFORMATION

You have been selected by the U.S. Department of Education for a process called verification which requires the Financial Aid Office to verify the 2019 tax information submitted on your FAFSA.

To submit student or parent 2019 tax information for your 2021-22 verification, you must choose one of the three options below. The spouse of an independent student must choose option 2 or 3 if filing separately.

### **Option 1: Link your tax information on the FAFSA.**

This will transfer your tax information from the IRS directly to the FAFSA. If you complete this option successfully, you do NOT need to submit any paper tax information to the Financial Aid Office.

1. Log into your FAFSA at [www.fafsa.gov](http://www.fafsa.gov).
2. Click the "Make Corrections" link if you have previously completed a FAFSA.
3. Click on the "Financial Information" tab at the top.
4. Click on the "Link to the IRS" box.
5. This will take you away from FAFSA temporarily to the IRS website where you will enter the personal information of the primary filer.
  - a. **Note: Be sure to enter the name and address EXACTLY as it appears on the tax return.**
  - b. Note: Be sure to "Submit" the data and then "Transfer" your data to your FAFSA.
  - c. Note: You will need to do this twice in order to link both the parent and student tax information.
6. Make sure to go to the last page of your FAFSA to sign and resubmit the FAFSA. If you are a dependent student, you and your parent will need to resign the FAFSA.

### **Option 2: Submit a signed copy of your federal tax return**

Submit a signed copy of your 1040 federal tax return for 2019. **Schedules 1, 2 and 3 must also be included if they were part of the federal tax return.**

### **Option 3: Submit an IRS Tax Return Transcript**

- Go to [www.irs.gov/transcript](http://www.irs.gov/transcript) and click on the "Get Transcript by Mail" or "Get Transcript Online" and follow the instructions.
- You can also try calling the IRS at 800-908-9946 and follow the voice prompts (select choice #2) to order the transcript.
- Do **not** order an "Account" transcript. That is the wrong transcript. It must be a "**Return**" transcript.

## The IRS Verification of Non-Filing Letter

It is required per federal regulations that **parents of dependent students, independent students and their spouses** (if applicable) who did not file taxes for 2019 submit an **IRS Verification of Non-Filing Letter** to the CMU Financial Aid Office to complete a financial aid verification. **This requirement does not apply to dependent students.** This document from the IRS will show that there is no record of a filed 1040 federal tax form for the year 2019.

### **How to Obtain the Non-filing Letter**

Request a "Return Transcript" or "Account Transcript" from the IRS website [www.irs.gov/transcript](http://www.irs.gov/transcript). You won't receive a transcript, but instead, you will receive a **verification of non-filing letter** from the IRS. This option will only work if you previously filed a federal tax return in a year prior to 2019. If you are having difficulty obtaining this letter, please contact the IRIS team at [iris@coloradomesa.edu](mailto:iris@coloradomesa.edu).