

The 3 acceptable ways to submit 2022 federal tax information are:

1. IRS Data Retrieval Tool (DRT):

Log into the student's 2024-2025 FAFSA at fafsa.gov. Navigate to the financial information section. You will see a "Link to IRS" button if you are eligible to use the IRS DRT. Click it. Enter your information exactly as it appears on your 2022 federal tax return and hit "submit". Check the box by "Transfer my Tax Information into the FAFSA" and click the "Transfer Now" button. For your protection, your tax information will not be displayed. Remember to electronically sign and submit the FAFSA again using your personal FSA ID and password. Both student and parent may need to sign.

2. IRS Tax Return Transcript:

Go to <https://www.irs.gov/individuals/get-transcript>. Select either "Get Transcript Online" or "Get Transcript by Mail". Be sure to request the Tax Return Transcript for 2022. Once received, mail or fax the transcript to our office. Please put the student's name on the transcript.

3. **Signed copy of your 2022 federal tax return:** Please sign the tax return even if you submitted it electronically. Mail or fax a copy to our office. Be sure to include both the 1040 form as well as schedules 1, 2, and 3, if you were required to file them.

If your marital status is currently *married*, you will need to provide tax information for both you AND your spouse. This is true even if you were unmarried in 2022 when you filed your taxes.

*If you (or your parent or spouse, if applicable) filed an amended 2022 tax return, you will need to provide a SIGNED copy of the 1040X in addition to using one of the methods above to provide the original tax filing information.

***IMPORTANT: For parents or independent students (and/or their spouses, if applicable) who did not file, and were not required to file, a 2022 federal tax return:**

Independent students, their spouses (if applicable), and parents are required to submit proof of non-filing from the IRS they did not file a 2022 tax return. Follow the tax return transcript instructions above, but request a "Verification of Non-filing Letter" for 2022 instead of a tax return transcript. Once received, mail or fax it to our office.

IMPORTANT: DO NOT SUBMIT ANY OF THESE DOCUMENTS VIA EMAIL.

Return the required documents using one of the following methods:

Mail, Fax, or Hand-Deliver to: Corban University Financial Aid, 5000 Deer Park Drive SE, Salem, OR 97317.

Secure Fax: (503)585-4316

Questions? Phone: (503)375-7006 Email: financialaid@corban.edu