

Step 2. Student's Income Information—Calendar Year 2023 (choose one):

- Student successfully used the IRS Direct Data Exchange (FA-DDX) to transfer their 2023 IRS tax return information.
- If FA-DDX does not bring information in, student will provide a **signed copy** of their **2023 federal tax return** or a copy of their **2023 tax return transcript** (and 1040X if an amended return was filed). *See below for instructions.
- Student will not, and is not required** to, file a **2023 federal tax return**. If so, **submit copies of any 2023 W-2s you received**.

My income for 2023 was from the source(s) and the amount(s) listed below (List every employer even if they did not issue a W-2):

<u>Student's Employer's Name</u>	<u>Amount Earned in 2023</u>

Enter "0" if you had no income in 2023

Total Income Earned from Work: \$ _____

Step 3. Parent(s)' Income Information—Calendar Year 2023 (choose one):

- Parent(s) successfully used the IRS Direct Data Exchange (FA-DDX) to transfer their 2023 IRS tax return information.
- If FA-DDX does not bring information in, parent(s) will provide a **signed copy** of their **2023 federal tax return** or a copy of their **2023 tax return transcript** (and 1040X if an amended return was filed). *See below for instructions.
- Parent(s) will not, and is not required** to, file a **2023 federal tax return**. If so, **submit copies of any 2023 W-2s you received**.

Parent's income for 2023 was from the source(s) and the amount(s) listed below (List every employer even if they did not issue a W-2):

<u>Parent's Employer's Name</u>	<u>Which Parent</u>	<u>Amount Earned in 2023</u>

Enter "0" if you had no income in 2023

Total Income Earned from Work: \$ _____

Three ways to submit 2023 federal tax information are:

1. **Easiest Method: IRS Direct Data Exchange (FA-DDX)** Log into the student's, or parent's, 2025-2026 FAFSA at fafsa.gov. Navigate to the financial information section. You will see a place to give consent to use the FA-DDX. Click it. Enter your information **exactly** as it appears on your 2023 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.
2. **2nd Most Common: Signed copy of your 2023 federal tax return.** Please sign the tax return even if you submitted it electronically. Include Schedules 1, 2, and 3, if required to file them. **Bring in, mail or fax a copy to our office, see front page.**
3. **IRS Tax Return Transcript (Required in Some Situation):** 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 2023. **If the FA-DDX does not successfully show that a students (or spouses) did not file a 2023 federal tax return then complete a Non-filer request form Form 4506-T on the same IRS website. Please put the student's name on the transcript or form. Bring in, mail, or fax the Transcript to our office, see front page.**

If the parents marital status is currently *married of living together*, they will need to provide this information for both them

By signing, I affirm that all information on this form, and any attachments, is complete and accurate to the best of my knowledge. I understand that any false statement 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.

Parent Signature

Date

Student Signature

Date