

The US Department of Education selects Free Applications for Federal Student Aid (FAFSA) at random for a process called verification. This process requires the Financial Aid Office to verify self-reported income information reported on the FAFSA. “You” on this form refers to the individual(s) whose tax information is being requested by the College. 2025-2026 Income Verification is based on income earned in **2023**.

### **2023 FEDERAL INCOME TAX FILERS**

If you have filed a **2023** Federal Tax Return most individuals can verify their income in one of two ways:

1. **Signed Copy of 2023 Federal Tax Return** – Provide a complete (including schedules) signed copy of the **2023** federal tax return (Form 1040) that was submitted to the IRS.
2. **Tax Return Transcript**
  - **Online:** Go to [irs.gov](https://irs.gov). Click “Get Your Tax Record”. Click “Get a Transcript Online” OR “Get Transcript by Mail”. When you get to the “Get Transcript” screen, be sure to select “Return Transcript” for **2023**. Once received, be sure to submit **all** pages to our office.
  - **Mail:** Complete Form 4506-T (Request for Transcript of Tax Return) and mail it to the IRS. This form is available at [irs.gov](https://irs.gov) under “Forms & Instructions”. Be sure you send **all** pages as the mailed transcripts are double sided.
  - **Phone:** Call 1-800-908-9946. You will be put through a series of prompts to place your order. Be sure you request a “Tax Return Transcript”.

**If your IRS filing status in 2023 was “Married Filing Jointly”** but your marital status on the FAFSA is Single/Divorced/Separated/Widowed, please provide a copy of your W-2s as well.

**If your 2023 Federal Tax Return includes a rollover** of an untaxed pension or IRA distribution, please include a separate signed statement confirming the amount of the rollover with your tax return or tax return transcript.

### **OTHER CIRCUMSTANCES**

**2023 Non-Tax Filers** must complete a Non-Tax Filer Statement which can be obtained at [www.qcc.edu/financialaid](http://www.qcc.edu/financialaid) in the ‘Forms and Missing Information’ section. Additional information may be required upon request.

**If you have filed an Amended Federal Tax Return for 2023** provide a signed copy of the 1040X *Amended U.S. Individual Income Tax Return* and either an IRS Tax Return Transcript or signed copy of the complete 2022 IRS Form 1040 and applicable schedules filed with the IRS.

**If you have filed a 2023 Puerto Rico or foreign tax return** submit a signed and translated copy to our office.

Please contact the Financial Aid Office for assistance with any other circumstances.