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**IRS TAX DOCUMENT FACT SHEET**

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To receive financial aid, you must submit a copy of your **Federal Income Tax Return**. To complete the verification process, please submit one of the documents listed below.

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**2007 Federal Income Tax Return** - A **signed** copy of your return (and your spouses' if you are married and filed separate returns). IRS forms include: 1040, 1040A, and 1040EZ. A copy of **all** supporting tax schedules must be attached. **Note:** If you filed a 1040X (amended return) the original tax form must be attached to the 1040X.

**Non-Filing Certification** - If you (or your spouse) are not required to file a Federal Income Tax Return (according to the IRS filing requirements) you must complete a Non-Filing Certification and attach 2007 W-2 forms.

**1040 PC Format** - This document will be accepted if the following are attached: 1) the preparer's attestation (with the signature of the preparer if professionally prepared); and 2) the U.S. Individual Income Tax Return 1040PC Format. **Note:** if you prepared your own PC Format, you must sign the document attesting to the accuracy.

**IRS Telefile Worksheet** - This document will be accepted if the following information is contained on the form: 1) the student's (tax filer) signature and 2) the IRS confirmation number.

**IRS Form 8453** - If you filed your taxes electronically you must also submit a copy of your return, or a copy of the 1040 PC Format. The IRS Form 8453 alone is not an acceptable verification document.

**IRS Extension** - You must file your Federal Income Tax Return prior to the processing of your award package. An IRS Extension will not be accepted. Your file will be placed on an "inactive status" until your actual return is filed, and a copy is submitted to the Financial Aid Office.

**Lost Return** - If you did not retain a copy of your **2007** Federal Income Tax Return, you must request a copy from the IRS. You may call the IRS at **800-829-1040** to request a transcript of your return or contact the Financial Aid Office to get a **Request for Copy or Transcript of Tax Form (Form 4506)**. The cost per copy is \$39.00. Please send your completed request form and your check directly to the IRS. The address is on the back of the request form. Please note: The Financial Aid Office will accept the **Tax Account Information** as an income verification document from **1040EZ** tax filers only.

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Note: Students who were married at the time they filed their Free Application for Federal Student Aid (FAFSA) are required to submit a copy of their Spouses' return even if they were not married in 2007. See the 2008-2009 Free Application for Federal Student Aid, Page 8, Step Two.

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