FRANCISCAN
MISSIONARIES OF OUR LADY
UNIVERSITY

2026-2027 Parent Federal Tax Return Transcript Request

Student's Name: _____SID:_____

Your 2026-2027 application for federal student aid has been selected for verification of 2024 tax information.

- Please submit all required documentation listed below for your parents. Failure to submit all required documents will result in a delay in the processing of your aid.
- If your parents were married on the date the FAFSA was filed, tax documents for both parents are needed, including step-parents.

The student's name and ID should be listed on all documents submitted.

TAX RETURN FILERS—*Important Note:*
If the student's parent(s), filed or will file, an amended 2024 IRS tax return the student's financial aid counselor must be contacted before completing this section.

Instructions: ***Complete this section if student parent(s) filed or will file a 2024 income tax return with the IRS.***

The best way to verify income is by using the IRS Data Retrieval Tool through FAFSA. If the students' parent(s) have not already used the tool, the parent(s) must login to the student's FAFSA on studentaid.gov, and select "Make a FAFSA Correction," and go to the financial Information section. Follow the instructions to determine eligibility and transfer 2024 IRS tax information to the FAFSA.

For assistance, contact your financial aid counselor.

Check the box that applies:

☐ The student's parent(s) has used the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2024 IRS income information into the student's FAFSA, either on the initial FAFSA or when making a correction to the FAFSA.

☐ The student's parent(s) has not used the IRS Data Retrieval Tool, but will use the tool to transfer 2024 IRS income information into the student's FAFSA once the parent's IRS tax return has been filed.
See instructions above for information on how to use the IRS Data Retrieval Tool.

☐ The parent is unable or chooses not to use the IRS Data Retrieval Tool, and the parent will submit to the student's school a copy of the parent's **2024 IRS tax return transcript(s)**—not photocopies of the income tax return.

- *Please submit a 2024 tax transcript which may be obtained via the IRS website https://www.irs.gov/individuals/get-transcript or by calling 1-800-908-9946.*
- *Make sure you order the "IRS Tax Return Transcript" and NOT the "IRS Tax Account Transcript." Parent(s) will need their Social Security Number, date of birth, and the address on file with the IRS (normally this will be the address used when the 2024 IRS tax return was filed).*
- *It takes up to 2 weeks for IRS tax return income information to be available for electronic filers, and up to 8 weeks for paper tax return filers. If the parents are married, and separate 2024 tax returns were filed, 2024 IRS tax return transcripts must be submitted for each parent.*

☐ Check here if an IRS tax return transcript(s) is attached to this form.

☐ Check here if IRS tax return transcript(s) will be submitted to your school later. Verification cannot be completed until the IRS tax return transcript(s) has been submitted to the financial aid office

_____
Student's Signature **Date**

_____
Parent's Signature **Date**

Please email this form to financialaid@franu.edu