FRANCISCAN
MISSIONARIES OF OUR LADY
UNIVERSITY

2026-2027 Student 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. Failure to submit all required documents will result in a delay in the processing of your aid.
- If you were married on the date the 26-27 FAFSA was filed, tax documents for both student and spouse are required.

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

TAX RETURN FILERS—*Important Note:*
If you (or your spouse, if married) filed, or will file, an amended 2024 IRS tax return, you must contact your financial aid administrator before completing this section.

Instructions: *Complete this section if you, the student, 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 you have not already used the tool, you must login to the your 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:

☐ I, the student, have used the IRS Data Retrieval Tool in FAFSA on the Web to transfer my (and, if married, my spouse's) 2024 IRS income information into my FAFSA, either on the initial FAFSA or when making a correction to the FAFSA.

☐ I, the student, have not used the IRS Data Retrieval Tool, but I will use the tool to transfer my (and, if married, my spouse's) 2024 IRS income information into my FAFSA once I have filed my 2024 IRS tax return.
See instructions above for information on how to use the IRS Data Retrieval Tool.

☐ I, the student, am unable or choose not to use the IRS Data Retrieval Tool in FAFSA on the Web, and I will submit to the school **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." You will need your 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 you are married and you and your spouse filed separate 2024 tax returns, you must submit tax return transcripts for both you and your spouse.*

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

☐ 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**

Please email this form to financialaid@franu.edu