

Your FAFSA was selected for review in a process called verification. By law, before awarding or disbursing Federal Student Aid, we are required to compare your FAFSA with the information on this institutional verification document and with any other required documents. **Please note:** if you wait to submit the required documents after the end of your semester or payment period or after you have withdrawn, you may not be eligible to receive financial aid.

**Complete all sections and attach the requirement documentation. Incomplete forms will not be processed.**

**STEP 1: Student Information**

Student Name \_\_\_\_\_

Student ID \_\_\_\_\_

Student Email \_\_\_\_\_

Phone Number \_\_\_\_\_

**STEP 2: Family Size and Number in College – Complete Table Below**

- ✓ The student.
- ✓ The student's spouse if the student is married.
- ✓ The student's or spouse's children if the student or spouse will provide more than half of the children's support from July 1, 2025, through June 30, 2026, even if a child does not live with the student.
- ✓ Other people if they now live with the student and the student or spouse provides more than half of the other person's support and will continue to provide more than half of that person's support through June 30, 2025.

**Number in College:** Include in the space below information about any family member who is, or will be, enrolled at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2025, and June 30, 2026, and include the name of the college.

**If more space is needed:** Provide a separate page with the student's name and ID number at the top.

Full Name	Age	Relationship to Student	College Name	Will be Enrolled at least Half Time (Yes or no)
		Self	Arizona Christian University	

**STEP 3: Student – Tax Filing Status and Income Information**

Did you, the student, file a 2023 IRS Federal tax return? Please complete the table below.

<input type="checkbox"/> Yes	If you did not use FUTURE Act Data Direct Exchange (FA-DDX) when completing your 2025-26 FAFSA, please submit signed 2023 IRS federal tax return information. Please see step 6 on how to request this information.													
<b>If NO...</b> Check the box that applies and follow the instructions.  <i>*Please see step six for further instructions</i>	<input type="checkbox"/> I did <b>not</b> work for pay in 2023. I did not and was not required to file a 2023 federal tax return.													
	<input type="checkbox"/> I <b>did</b> work for pay in 2023 but did not and was not required to file a 2023 federal tax return (Attach W-2).													
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Employer's Name</th> <th style="width: 20%;">W-2 Provided</th> <th style="width: 20%;">Amount Earned</th> </tr> </thead> <tbody> <tr> <td>Example: ABC's Auto Body Shop</td> <td style="text-align: center;">Yes</td> <td style="text-align: center;">\$4,500</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>			Employer's Name	W-2 Provided	Amount Earned	Example: ABC's Auto Body Shop	Yes	\$4,500					
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**STEP 5: Certifications and Signatures**

Signing below certifies that all the information reported is complete and correct. **Warning: If you purposely give false or misleading information, you may be fined, sent to prison, or both.**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**STEP 6: Instructions to Request Tax Information**

**If you did file a 2023 IRS Federal Tax Return, please use one of the following options:**

1. Email or deliver a **signed** copy of your 2023 IRS federal tax return with all schedules, along with all w-2s if filed joint.
2. Obtain your **2023 IRS Tax Return Transcript** online, at [irs.gov/individuals/get-transcript](https://irs.gov/individuals/get-transcript). Click "Get Transcript Online" or "Get Transcript by Mail" and follow the directions provided. To access transcripts online, you will be required to create an account with the IRS.

**If you did not file a 2023 IRS Federal Tax Return and need to obtain W-2s, please use one of the following options:**

1. Contact each employer to request a copy of your 2023 W-2 form(s).
2. Go to [irs.gov/individuals/get-transcript](https://irs.gov/individuals/get-transcript). Click "Get Transcript Online". You will be required to create an account with the IRS to access any tax transcripts online. Select **Wage & Income** Transcript for **2023**. Save and print document.

**If applicable, to obtain an IRS Verification of Non-Filing Letter (VNF),** go to [irs.gov/individuals/get-transcript](https://irs.gov/individuals/get-transcript). Click on "Get Transcript Online" or "Get Transcript by Mail" and follow the directions. If the VNF letter is not available, request a Return or Account transcript, which states "no record of return filed" or "no transcript on file". If you need further assistance, please contact your advisor.