

Verification of 2023 Income Information for
Parent Nontax Filers for the 2025-2026
Academic Year



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IRS 2023 FEDERAL TAX TRANSCRIPT INFORMATION

Important Note:

- The instructions below apply to each parent/stepparent included in the household and to the student (and spouse, if applicable).
If each parent/step-parent or a student's spouse filed separate tax returns, a signed copy of each Federal IRS Tax Transcript will be required. If a copy of the federal IRS tax return transcript cannot be obtained, a signed copy of the federal tax return may be submitted. The FAFSA Financial aid direct data exchange (FADDX) option of the FAFSA will not work for students or parents filing separate tax returns.
- If neither parent is required to file an IRS Federal tax return, please complete the Parent Non-Filer Statement located on the Financial Aid Forms page found at (<https://www.radford.edu/financial-aid/documents/2526-parent-nonfiler.pdf>) and submit a Letter of Verification of Nonfiling for tax year 2023 from the IRS.
- If the student or neither student and spouse, if applicable, are required to file an IRS Federal tax return, please complete the Student Non-filer Statement located on the Financial Aid forms page at (<https://www.radford.edu/financial-aid/documents/2526-student-nonfiler.pdf>)
Independent students will also need to submit a Letter of Verification of Nonfiling for tax year 2023 from the IRS.

Instructions: The *best way to verify income is by using the IRS FADDX (Financial Aid Direct Data Exchange) that is part of FAFSA on the Web at [FAFSA.gov](https://fafsa.gov)*. In most cases, no further tax documentation is needed to verify 2023 income information that was transferred into the student's FAFSA using the FADDX if that information was not changed. Instructions are included below. ***If you are unable to use the IRS FADDX with FAFSA, you will need to request a Federal Tax Return Transcript.*** Instructions for requesting a transcript is located at the bottom of this document.

In most cases, for electronic tax return filers, 2023 IRS income tax return information for the FADDX is available within 2–3 weeks after the 2023 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2023 paper IRS income tax returns, the 2023 IRS income tax return information is available for the FADDX within 8–11 weeks after the 2023 paper IRS income tax return has been received by the IRS.

If you have questions or need assistance with the data retrieval tool on the FAFSA, please call the Federal Customer Service Center at 1-800-433-3243.

*Verification of information reported on this form may be requested. Review of verification documents may take up to four weeks. **Additional information may be needed** after the review of documents. Awarding will not occur until all documents are received and verified. Students will be considered for funds that are available at the time verification is finalized. Students can monitor documents received, reviewed, or needed through their MY RU Account. Correspondence regarding verification will be sent to the student's RU e-mail address*

Please be sure to **include the student's Radford ID number** on all pages of documents sent to the Financial Aid Office.

Instructions for using the FADDX with your FAFSA

If you have questions or need assistance with this tool, please call the Federal Customer Service Center at 1-800-433-3243.

1. Go to studentaid.gov and click "Login" button.



2. Enter student information and click "next".



3. Click on the 2025-2026 tab at the top of the page. click on "Make FAFSA Correction".

- Continue to the portion where contributor information can be input. Contributor will need to verify themselves through email.

The screenshot shows two side-by-side forms for contributor verification. Each form includes fields for Date of Birth (Month, Day, Year), Social Security Number (SSN), and Email Address. Below the email address field is a checkbox labeled 'My parent doesn't have an SSN. Checking this box when your parent does have an SSN may delay processing of your FAFSA form.' There is also a 'Confirm Email Address' field and a 'Send Invite' button. A 'Previous' button is located at the bottom left of the form area.

- Continue with Completing the FAFSA correction then submit.

The screenshot shows the FAFSA completion confirmation page. At the top, it says 'FAFSA FORM 2025-26' and 'Parent of Jenny Price'. The main heading is 'Congratulations, The FAFSA Form Is Completed' with the name 'Jenny Price' and a completion date of '08/29/2024'. Below this, a section titled 'What Happens Next' lists three steps: 1. 'Email Sent' (Confirm that the student received an email version of this page), 2. 'The Student Can Track the Status of Their Form' (In one to three days, the student's FAFSA form will be processed and made available to their schools), and 3. 'The Student Will Receive School Communications' (We use the information collected on the student's FAFSA form to calculate their Student Aid Index (SAI). The SAI lets schools determine how much aid the student is eligible to receive. Schools will reach out to the student if they need more information. They will also contact the student with financial aid offers. Once received, the student can contact their financial aid offices directly to ask questions about their student aid packages).

change has been completed through the US Postal Service, the IRS may have the updated address on file.

- Select “**Option 2**” to request an IRS Tax Return Transcript and then enter “**2023**”.
- If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address that was used in their telephone request, within 5 to 10 days from the time the IRS receives the request.
- IRS Tax Return Transcripts requested by telephone cannot be sent directly to a third party by the IRS.

IRS Tax Transcript Request Process

Tax filers can request a transcript, free of charge, of their 2023 tax return from the IRS in one of three ways:

- Online Request Available on the IRS Web site at [IRS records and transcripts](#)
 - On the IRS homepage select “Get My Tax Record”
 - Click “Get Transcript Online”
 - Enter your Login information or Create Account.
 - Enter the tax filer’s Social Security Number, date of birth, street address, and zip or postal code. Use the address currently on file with the IRS. Generally, this will be the address that was listed on the latest tax return filed. However, if an address change has been completed through the US Postal Service, the IRS may have the updated address on file.
 - Click “Continue”
 - In the **Type of Transcript** field, select “Return Transcript” and in the **Tax Year** field, select “2023”.
 - If successfully validated, tax filers can expect to receive an IRS Tax Return Transcript at the address included in their online request, within 5 to 10 days from the time the on-line request was successfully transmitted to the IRS.
 - IRS Tax Return Transcripts requested online cannot be sent directly to a third party by the IRS.
- Telephone Request Available from the IRS by calling 1-800-908-9946
 - Tax filers must follow prompts to enter their social security number and the numbers in their street address. Generally, this will be numbers of the street address that was listed on the latest tax return filed. However, if an address

Paper Request Form – IRS Form 4506T-EZ ○ IRS Form 4506T-EZ should be used instead of IRS Form 4506-T because it is sufficient to request an IRS Tax Return Transcript.

- Download at <http://www.irs.gov/pub/irs-pdf/f4506tez.pdf>
- Complete lines 1 – 4, following the instructions on page 2 of the form. Note that line 3 should be the most current address as filed with the IRS. It is the address where the IRS Tax Return Transcript will be sent. If the address has recently changed, include the address listed on the latest tax return filed on Line 4. However, if an address change has been completed through the US Postal Service, the IRS may have the updated address on file.
- Line 5 provides tax filers with the option to have their IRS Tax Return Transcript mailed directly to a third party by the IRS.
Institutions are responsible for notifying aid applicants whether to list the institution as the third party to receive the Transcript or not. Some institutions may have difficulty matching a parent’s incoming IRS Tax Return Transcript to the aid applicant, as the two names may be different.

- On line 6, enter “2023” to receive IRS tax information for the 2023 tax year that is required for the 2025-2026 FAFSA.
- The tax filers (or spouse if requesting information from a joint tax return) must sign and date the form and enter their telephone number. Only one signature is required to request a transcript for a joint return.
- Mail or fax the completed IRS Form 4506T-EZ to the appropriate address (or FAX number) provided on page 2 of Form 4506T-EZ.

Tax filers can expect to receive their transcript within 5 to 10 days from the time the IRS receives

and processes their signed request. NOTE: Processing form 4506T-EZ means verifying/validating the information provided on the form. If any information does not match the IRS records, the IRS will notify the tax filer that it was not able to provide the transcript.

Verification of 2023 Federal Tax Information for Individuals with Unusual Circumstances

Individuals Granted a Filing Extension by the IRS

If an individual is required to file a 2023 IRS income tax return and has been granted a filing extension by the IRS, provide the following documents:

- A copy of IRS Form 4868, “Application for Automatic Extension of Time to File U.S. Individual Income Tax Return,” that was filed with the IRS for tax year 2023;
- A copy of the IRS's approval of an extension beyond the automatic six-month extension if the individual requested an additional extension of the filing time for tax year 2023; and
- A copy of IRS Form W-2 for each source of employment income received for tax year 2023 and, if self-employed, a signed statement certifying the amount of the individual's Adjusted Gross Income (AGI) and the U.S. income tax paid for tax year 2023.
- A copy of 2023 Federal Tax Return Transcript.
- A signed IRS Form 4506 T designating Radford University as the 3rd party recipient.

Individuals Who Filed an Amended IRS Income Tax Return

If an individual filed an amended IRS income tax return for tax year 2023, provide both of the following:

- A signed copy of the original 2023 IRS income tax return transcript that was filed with the; and

- A signed copy of the 2023 IRS Form 1040X, “Amended U.S. Individual Income Tax Return,” that was filed with the IRS.

Individuals Who Were Victims of IRS Identity Theft

- A victim of IRS identity theft who is not able to obtain a **2023 IRS Tax Return Transcript** or use the FADDX must contact the IRS at 1-800-908-4490. Upon authentication of the tax filer’s identity, the IRS will provide, by U.S. Postal Service, a printout of the tax filer’s 2023 IRS income tax return information.

Individuals Who Filed Non-IRS Income Tax Returns

An individual filed or will file a 2023 income tax return with Puerto Rico, another U.S. territory (e.g., Guam, American Samoa, the U.S. Virgin Islands, the Northern Marianas Islands), or with a foreign country, must provide a signed copy of that 2023 income tax return(s).