



Tax Information Sheet: 2025-26 Verification Requirement

Per federal regulations tax documents are required for **both tax filers and non-tax filers**, view below to see what documents you and your parents are required to provide. *Please note that tax filers have 3 options available.*

Tax Filers: Option A

2023 IRS Tax Return Transcript

There are 3 options to obtain the 2023 tax return transcript from the IRS.

1. **Online:** <https://www.irs.gov/individuals/get-transcript>
 - a. Receive online or by mail the 2023 Tax Return Transcript
2. **Phone:** 1-800-908-9946
 - a. Request via phone for the 2023 Tax Return Transcript (to be mailed)
3. **File Form 4506-T**
 - a. Form is available at <https://www.irs.gov/>

Tax Filers: Option B

Copy of 2023 1040 Form (with Schedules 1, 2, & 3)

**MUST BE HAND SIGNED AND DATED!*

<p>Sign Here Joint return? See instructions. Keep a copy for your records.</p>				<p>Under penalties of perjury, I declare that I have examined this return and accompanying schedules and statements, and to the best of my knowledge and belief, they are true, correct, and complete. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge.</p>			
Your signature		Date	Your occupation		If the IRS sent you an Identity Protection PIN, enter it here (see inst.)		
Spouse's signature. If a joint return, both must sign.		Date	Spouse's occupation		If the IRS sent you an Identity Protection PIN, enter it here (see inst.)		

Non Tax Filers

File Form 4506-T

- Form is available at WWW.IRS.GOV.
- Check **box #7**: Verification of Non-filing!
- Be sure to fill out entire form and Mail or Fax. (Instructions on Form)

*NOTE: This requirement is for independent students and parents of dependent students

 **OTHER OPTION** 

If you have tried to request this form and have not received any letters from the IRS, please contact the Financial Aid Office

Unusual Filing Circumstances

Please contact our office to find out what is needed if you have an unusual filing circumstance, such as:

- Filed an amended IRS income tax return
- Granted filing extension by the IRS
- Victim of IRS identity theft
- Filed a non-IRS income tax return

IMPORTANT DOCUMENT NOTE: *If you are applying for aid at other schools, please make a copy of your tax transcript for your records before you submit it to a school.*

Not sure if you are required to file taxes? Visit <http://www.irs.gov/uac/Do-I-Need-to-File-a-Tax-Return>

→ **UPLOAD YOUR DOCUMENTS TO ALMA COLLEGE:** alma.edu/fadocupload

