

D. STUDENT TAX RETURN FILERS

Important Note: An individual who filed an amended IRS income tax return for tax year 2022 must provide a signed copy of the 2022 IRS Form 1040X, "Amended U.S. Individual Income Tax Return," that was filed with the IRS or documentation from the IRS that include the change(s) made by the IRS, in addition to one of the following:

- ♦ Updated income and tax information from the IRS on an ISIR record with all tax information from the original tax return.
- ♦ A **2022 IRS Tax Return Transcript** (that will only include information from the original tax return and does not have to be signed), or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified; or
- ♦ A signed copy of the 2022 IRS Form 1040 and the applicable schedules that were filed with the IRS.

If you have been a victim of identity theft, please contact our office for instructions.

If 2022 income tax return information for the student was not available or could not be used, the student should provide the institution with a **2022 IRS Tax Return Transcript(s) or a signed copy of the 2022 income tax return and applicable schedules**

A 2022 IRS Tax Return Transcript may be obtained through:

- ♦ **Get Transcript by Mail** – Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript by Mail." Make sure to request the "Return Transcript" and **NOT** the "Account Transcript." The transcript is generally received within 10 business days from the IRS's receipt of the online request.
- ♦ **Get Transcript Online** – Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript Online." Make sure to request the "Return Transcript" and **NOT** the "Account Transcript." To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.
- ♦ **Automated Telephone Request** – 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
- ♦ **Paper Request Form** – IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.

E. STUDENT NOT FILING TAX RETURN:

Complete this section if you and your spouse (if married) did not and are not required to file a 2022 income tax return with the IRS

Check the box that applies:

- I (and my spouse if married) was not employed and had no income earned from work in 2022.
- I and/or spouse were employed in 2022 and have listed below the names of all employers, the amount earned from each employer in 2022, and whether an IRS W-2 or an equivalent is attached. (Attach copies of all 2022 IRS W-2 forms issued by employers. List every employer even if they did not issue an IRS W-2 form.) If more space is needed, attach a separate page with your name and GSU ID number at the top.

Employer's Name	2022 Amount Earned	IRS W-2 Attached?

K. Will you receive educational benefits from National Guard, Rehabilitation, AmeriCorps or any outside Scholarships?

_____ Yes _____ No If so, list type and anticipated yearly amount.

_____ \$ _____

_____ \$ _____

If asked, I will provide any additional documents requested. By signing this worksheet, I certify that all of the information reported to qualify for federal student aid is complete and correct.

_____ / _____ / _____
Student's Signature

_____ / _____ / _____
Date

Mail: Office of Financial Aid
Glenville State University
200 High Street
Glenville, WV 26351

Phone: 304-462-6170
Email: financial.aid@glenville.edu

Secure Upload – www.cognitofrms.com/GlenvilleStateCollege1/FinancialAidUploadUtility