

Instructions for Section III (Parent Tax Information) and Section IV (Student Tax Information):

Tax Filers:

Important Note: The instructions below apply to each parent included in the household. Notify the financial aid office if the parents filed separate IRS income tax returns for 2022 or had a change in marital status after December 31, 2022.

Instructions: Complete this section if the parents/student filed or will file a 2022 IRS income tax return(s). As part of federal student aid eligibility, parents/student will be required to consent and approve sharing and importing income and tax information from the IRS to the FAFSA form, even if the attempt to obtain or use such data is ineffective. In other words, if the parents/student filed separate 2022 IRS income tax returns, both must provide consent and approval to share and import income and tax information from the IRS. In most cases, no further documentation is needed to verify 2022 income information that was transferred into the student's FAFSA using income and tax information directly from the IRS.

If 2022 income tax return information for the parent/student (or spouse, if applicable) was not available or could not be used, the parent/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.

Non-Tax Filers:

Non-tax filers **must provide** a confirmation of non-filing from the IRS dated on or after October 1, 2023. A confirmation of non-filing can be obtained from www.irs.gov/transcript and click on "Get Transcript ONLINE" or by mailing in Form 4506-T and checking box 7.

- Dependent students are **NOT** required to provide a confirmation of non-filing from the IRS if they did not file in 2022.

III. Parent Tax Information (for dependent students)

Tax Filers: Complete this section only if the parents **filed or will file** a 2022 IRS income tax return(s).

Check the box that applies:

- The parents successfully transferred income and tax information directly from the IRS.
- The parents unsuccessfully transferred income and tax information directly from the IRS, and instead will provide the school with a **2022 IRS Tax Return Transcript(s)** from www.irs.gov/transcript.

If the parents filed an Amended IRS Income Tax Return for tax year **2022**, you must provide a **2022 IRS Tax Return Transcript** and a signed copy of the **2022 IRS Form 1040X**, "Amended U.S. Individual Income Tax Return," that was filed with the IRS.

Non-Tax Filers: Complete this section only if the parent(s) **did not file in 2022 and are not required to file** a 2022 income tax return with the IRS.

Check the box that applies:

- Neither parent was employed, and neither had income earned from work in **2022**.
- One or both parents 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 form is provided. [Provide copies of all **2022** IRS W-2 forms issued to the parents by their employers]. List every employer even if the employer did not issue an IRS W-2 form.

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

Employer's Name	IRS W-2 Provided to NKU?- required (circle one)	Annual Amount Earned in 2022
	YES-enclosed NO- but will provide	
	YES-enclosed NO- but will provide	
	YES-enclosed NO- but will provide	

IV. Student Tax Information

Tax Filers: Complete this section only if the student (and spouse, if the student is married) **filed or will file** a **2022** IRS income tax return(s).

Check the box that applies:

- The student successfully transferred income and tax information directly from the IRS.
- The student unsuccessfully transferred income and tax information directly from the IRS, and instead will provide the school with a **2022** IRS Tax Return Transcript(s) from www.irs.gov/transcript.

If the student and/or spouse filed an Amended IRS Income Tax Return for tax year **2022**, you must provide a **2022** IRS Tax Return Transcript and a signed copy of the **2022** IRS Form 1040X, "Amended U.S. Individual Income Tax Return," that was filed with the IRS.

Non-Tax Filers: Complete this section only if the student (and spouse, if the student is married) **did not file and are not required to file** a **2022** income tax return with the IRS.

Check the box that applies:

- The student and/or spouse were not employed, and had no income earned from work in **2022**.
- The student 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 form is provided. [Provide copies of all **2022** IRS W-2 forms issued to the student and/or spouse by their employers]. List every employer even if the employer did not issue an IRS W-2 form.

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

Employer's Name	IRS W-2 Provided to NKU?- required (circle one)		Annual Amount Earned in 2022
	YES-enclosed	NO- but will provide	

V. Sign this Worksheet

The Law states your school must review the requested information under the financial aid program rules (*CFR Title 34, Part 668*) and make corrections if necessary. If we have reason to believe the information provided is inaccurate or needs further explanation, we may ask for additional documentation. By signing this worksheet, I/we certify that all of the information reported to qualify for federal student aid is complete and correct. The parent must also sign if the student is dependent. **WARNING: If you purposefully give misleading or false information you may be fined, sentenced to jail, or both. (Signatures must be handwritten)**

STUDENT: _____ **DATE:** _____
(Required)

PARENT: _____ **DATE:** _____
(Required for dependent students)

Please submit these documents by mail to NKU, AC 416, Highland Heights, KY 41099, online through myNKU, or in person at AC 301.