

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note:** if you wait to submit the required documents after the end of your semester or payment period or after you have withdrawn, you may not be eligible to receive financial aid.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 required 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 parents (including a stepparent) even if the student doesn't live with the parents.
- ✓ The parents' other children, if the parents will provide more than half of the children's support from July 1, 2026, through June 30, 2027, or if the other children would be required to provide parental information if they were completing a FAFSA for 2026–2027. **Note:** Include children who meet either of these standards, **even if a child does not live with the parents.**
- ✓ Other people if they now live with the parents and the parents provide 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, 2027.
- ✓ For any family member (except parents) attending college at least half-time (6 or more credits) during the 2026-27 award year, please provide the name of his or her college.
- ✓ If more space is needed, provide a separate page with the student's name and ID number at the top.
- ✓ **Note:** We reserve the right to request additional documentation if we have reason to believe that the information regarding family members enrolled in eligible postsecondary educational institutions is inaccurate.

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 2024 IRS Federal tax return? Please complete table.

<input type="checkbox"/> Yes	If you did not use FUTURE Act Data Direct Exchange (FA-DDX) when completing your 2026-27 FAFSA, please submit signed 2024 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 2024. I did not and was not required to file a 2024 federal tax return.		
	<input type="checkbox"/>	I <b>did</b> work for pay in 2024 but did not and was not required to file a 2024 federal tax return (Attach W-2).		
		Employer's Name	W-2 Provided	Amount Earned
		Example: ABC's Auto Body Shop	Yes	\$4,500

**STEP 4a: Parent – Tax Filing Status and Income Information**

Did the parent, file a 2024 IRS Federal tax return? Please complete table.

<input type="checkbox"/> Yes	If parent(s) did/could not use FUTURE Act Data Direct Exchange (FA-DDX) when completing the 2026-27 FAFSA, please submit signed 2024 IRS federal tax return information. Please see step 6 on how to request this information.			
<p><b>If NO...</b>Check the box that applies and follow the instructions.</p> <p><i>*Please see step six for further instructions</i></p>	<input type="checkbox"/> My parent did <b>not</b> work for pay in 2024. They did not and were not required to file a 2024 federal tax return.	<input type="checkbox"/> My parent <b>did</b> work for pay in 2024 but did not and was not required to file a 2024 federal tax return (Attach W-2).		
		Employer's Name	W-2 Provided	Amount Earned
		Example: ABC's Auto Body Shop	Yes	\$4,500
<p><b>IMPORTANT:</b> Federal Student Aid regulations require that each parent who is a non-filer must submit an IRS <b>Verification of Non-filing Letter</b>, if they would have filed a return to a relevant tax authority other than the IRS (see Step 6 for instructions).</p>				

**STEP 4b: Parent Spouse– Tax Filing Status and Income Information – Complete if Parent Spouse Filed Separately**

Did the parent spouse, file a 2024 IRS Federal tax return? Please complete table.

<input type="checkbox"/> Yes	If parent spouse did/could not use FUTURE Act Data Direct Exchange (FA-DDX) when completing the 2026-27 FAFSA, please submit signed 2024 IRS federal tax return information. Please see step 6 on how to request this information.			
<p><b>If NO...</b>Check the box that applies and follow the instructions.</p> <p><i>*Please see step six for further instructions</i></p>	<input type="checkbox"/> Parent Spouse did <b>not</b> work for pay in 2024. They did not and were not required to file a 2024 federal tax return.	<input type="checkbox"/> Parent Spouse <b>did</b> work for pay in 2024 but did not and was not required to file a 2024 federal tax return (Attach W-2).		
		Employer's Name	W-2 Provided	Amount Earned
		Example: ABC's Auto Body Shop	Yes	\$4,500
<p><b>IMPORTANT:</b> Federal Student Aid regulations require that each parent who is a non-filer must submit an IRS <b>Verification of Non-filing Letter</b>, if they would have filed a return to a relevant tax authority other than the IRS (see Step 6 for instructions).</p>				

**STEP 5: Certifications and Signatures**

Each person 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 \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Spouse Signature \_\_\_\_\_ Date \_\_\_\_\_

**\*Parent Spouse signature is only required if the parents filed separately or are non-tax filers.**

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

**If you did file a 2024 IRS Federal Tax Return, please use one of the following options:**

1. Email or deliver a **signed** copy of your 2024 IRS federal tax return with all schedules, along with all w-2s, if filed joint.
2. Obtain your **2024 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 2024 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 2024 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 **2024**. Save and print document.

**Verification of Non-Filing Letter (VNF):** 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.

**NOTE:** Verification of non-filing is required **ONLY** if the parent or parent spouse is a non-filer who would have filed a tax return with a tax authority other than the Internal Revenue Service (IRS).