

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note:** if you wait to submit the required documents after the end of your semester or payment period or after you have withdrawn, you may not be eligible to receive financial aid.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 student’s spouse if the student is married.
- ✓ The student’s or spouse’s children if the student or spouse will provide more than half of the children’s support from July 1, 2026, through June 30, 2027, even if a child does not live with the student.
- ✓ Other people if they now live with the student and the student or spouse provides 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.

Number in College: Include in the space below information about any family member who is, or will be, enrolled at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2026, and June 30, 2027, and include the name of the college.

If more space is needed: Provide a separate page with the student’s name and ID number at the top.

Full Name	Age	Relationship to Student	College Name	Will be Enrolled at least Half Time (Yes or no)
		Self	Arizona Christian University	

STEP 3a: STUDENT – Tax Filing Status and Income Information

Did you, the student, file a 2024 IRS Federal tax return? Please complete the table below.

<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.															
<p>If NO...Check the box that applies and follow the instructions.</p> <p><i>*Please see step six for further instructions</i></p>	<div style="margin-bottom: 10px;"> <input type="checkbox"/> I did not work for pay in 2024. They did not and were not required to file a 2024 federal tax return. </div> <div style="margin-bottom: 10px;"> <input type="checkbox"/> I did work for pay in 2024 but did not and was not required to file a 2024 federal tax return (Attach W-2). </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr> <th style="width: 60%;">Employer's Name</th> <th style="width: 20%;">W-2 Provided</th> <th style="width: 20%;">Amount Earned</th> </tr> </thead> <tbody> <tr style="background-color: #e0e0e0;"> <td>Example: ABC's Auto Body Shop</td> <td style="text-align: center;">Yes</td> <td style="text-align: center;">\$4,500</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <p>IMPORTANT: Federal Student Aid regulations require that each independent students who are a non-filers must submit an IRS Verification of Non-filing Letter, if they would have filed a return to a relevant tax authority other than the IRS (see Step 6 for instructions).</p>	Employer's Name	W-2 Provided	Amount Earned	Example: ABC's Auto Body Shop	Yes	\$4,500									
Employer's Name	W-2 Provided	Amount Earned														
Example: ABC's Auto Body Shop	Yes	\$4,500														

STEP 3b: STUDENT SPOUSE – Tax Filing Status and Income Information – Complete if Student Spouse Filed Separately

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

<input type="checkbox"/> Yes	If student 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>If NO...Check the box that applies and follow the instructions.</p> <p><i>*Please see step six for further instructions</i></p>	<div style="margin-bottom: 10px;"> <input type="checkbox"/> Student Spouse did not work for pay in 2024. They did not and were not required to file a 2024 federal </div> <div style="margin-bottom: 10px;"> <input type="checkbox"/> Student Spouse did work for pay in 2024 but did not and was not required to file a 2024 federal tax return (Attach W-2). </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr> <th style="width: 60%;">Employer's Name</th> <th style="width: 20%;">W-2 Provided</th> <th style="width: 20%;">Amount Earned</th> </tr> </thead> <tbody> <tr style="background-color: #e0e0e0;"> <td>Example: ABC's Auto Body Shop</td> <td style="text-align: center;">Yes</td> <td style="text-align: center;">\$4,500</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <p>IMPORTANT: Federal Student Aid regulations require that student spouses who are non-filers must submit an IRS Verification of Non-filing Letter, if they would have filed a return to a relevant tax authority other than the IRS (see Step 6 for instructions).</p>	Employer's Name	W-2 Provided	Amount Earned	Example: ABC's Auto Body Shop	Yes	\$4,500									
Employer's Name	W-2 Provided	Amount Earned														
Example: ABC's Auto Body Shop	Yes	\$4,500														

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 _____

Student 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. 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. 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. 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 student or student spouse is a non-filer who would have filed a tax return with a tax authority other than the Internal Revenue Service (IRS).