



Student Financial Services
2025-2026 INCOME CERTIFICATION

Student's Name _____ Student ID# _____

When filing the FAFSA form on www.fafsa.gov, you provided consent and approval for the transfer of your IRS information with the use of the Future Act Direct Data Exchange (FA-DDX). However, there was an issue in receiving the tax information or there was a conflict requiring us to collect the following information.

Step 1. Check the box below to indicate who is required to fill out this form (refer to your email):

☐ Student ☐ Spouse ☐ Mother ☐ Father ☐ Step-Parent

Step 2. Check box A, B, or C (only 1) :

A. ☐ I filed or will file a 2023 Income Tax Return.

Provide a signed copy of 2023 Tax Return 1040 with schedules 1, 2, and/or 3 (if schedules filed) or

Provide an IRS Tax Return Transcript which can be obtained through the following methods:
(make sure to request a **2023 Tax Return Transcript**, not an Account Transcript)

- TELEPHONE REQUEST: Call 1-800-908-9946, and follow the voice prompts.
- ONLINE REQUEST: At www.irs.gov/transcript request by choosing Get Transcript ONLINE or by MAIL
- IN PERSON REQUEST: Request appointment at your local IRS Office by calling 1-844-545-5640
- If you filed a **2023** foreign tax return, you must submit a translated signed copy of your foreign tax return.

B. ☐ I **worked** in 2023 **but did not file** a 2023 U.S. or Foreign Income Tax Return. (Select all that apply.)

☐ In 2023 I **worked**. **Attach a copy of all W-2s.**

☐ I did not receive a 2023 W-2 because I was **self-employed**. I earned \$ _____ from working.

☐ I did not receive a 2023 W-2 because I **worked for cash and not self-employed**. I earned \$ _____ from working.

☐ I did not receive a 2023 W-2 because I **worked in another country**. I earned \$ _____ from working. *If you worked in another country convert the amount into U.S. Dollars (using the exchange rate as of the day you filed your Financial Aid application). To view the daily exchange rate, go to www.federalreserve.gov/releases/h10/current.*

C. ☐ I **did not work** in 2023, **did not file**, and am not required to file a 2022 U.S. or Foreign Income Tax Return.

Step 3. Did you receive any other 2023 income or benefits NOT reported on a tax return? Such as TANF, CalWORKs, Social Security, SSI, Child Support, Disability, Unemployment, Military Living Allowances.

Check ☐ **Yes** or ☐ **No** If yes, report information below.

Source of Income or Benefits	<u>Annual</u> Amount (not monthly) January 2023– December 2023
	\$
	\$
	\$

I certify that the information provided is true and complete. I understand that this information will be used to determine the student's eligibility for financial aid and that false or misleading information may be the cause for termination of aid and repayment of funds received. I also understand that purposely reporting false or misleading information may result in fines or imprisonment or both.

Signature _____ Date _____