**HOW TO OBTAIN VERIFICATION OF 2022 INCOME INFORMATION FOR PARENT TAX FILERS**

As part of federal student aid eligibility, parents, 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 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.

However, your student’s FAFSA was selected for verification by the Department of Education. Since you were unable to use FTI retrieval within the FAFSA, we are unable to verify your IRS information. The instructions below apply to the parents. If parents are married and/or living together and filed separately, both 2022 IRS tax return transcripts are required.

**Instructions:**

If 2022 income tax return information for the parents 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 for both the student and spouse (if applicable).

1. 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.

1. A signed copy of the 2022 IRS Tax Return Transcript can be uploaded by the student logging in to myTribe. In the case that uploading the transcript can not be completed, the documents can be brought to the financial aid office on either Fulton or Tupelo campus. Documents can also be mailed to: Itawamba Community College, Attn: Financial Aid, 602 W Hill St, Fulton, MS 38843