



# 2024-2025 Parent Income Verification

Phone: (559) 325-5239

Fax: (559) 499-6063

Address: 10309 N. Willow Ave.  
Fresno, CA 93730

Email: financialaid@cloviscollege.edu

You were selected for a review process called verification. Information on this form will be used to verify the accuracy of the information reported on your financial aid application. Please complete the entire worksheet in blue or black ink. Incomplete worksheets will not be accepted.

Student Name: \_\_\_\_\_ ID #: \_\_\_\_\_

The information requested below applies to each parent included in the family.

**Instructions:** Check the **one** box that applies to the parent(s) listed on the Financial Aid Application.

I am either married and filed jointly with my spouse in 2022, or I am single, divorced, or widowed and filed a 2022 tax return with a filing status of Single or Head of Household.

**Next step:** Submit your 2022 signed Tax Return.

I am separated, divorced, or widowed and filed a 2022 tax return with a status of Married Filing Jointly.

**Next step:** Submit your 2022 signed Tax Returns AND copies of all 2022 W-2s, 1098s, and 1099s for both tax filers.

There are two parents listed on the Financial Aid Application, but we did not file a joint tax return in 2022.

**Next step:** Submit 2022 signed Tax Returns and/or Verification of Non-filing Letters for both parents.

I/we have filed or will file a 2022 Foreign Tax Return.

**Next step:** Submit a signed and translated copy of your foreign 2020 tax return showing the Adjusted Gross Income (AGI) and Taxes Paid.

I/we were employed in 2022 but not required to file a tax return.

**Next step:** List your employer(s) and the amount earned in 2022. Submit a copy of the W-2 for each employer AND a Verification of Non-Filing Letter from the IRS.

Source of Income	Annual Amount	W-2 Provided
Example: John Doe Auto Body Shop	\$1,000.00	Yes
	\$	
	\$	
	\$	
	\$	

I/we were not employed, had no income in 2022 and did not file a tax return.

**Next step:** Request and submit a Verification of Non-filing Letter from the IRS for each parent in the household.

## CERTIFICATION STATEMENT

By signing and dating below you certify that all of the information reported on the financial aid application is complete and correct.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

## How to Request an IRS Verification Non-filing Letter

If your parent(s) did not file for taxes in 2022, they will need to submit an IRS Verification of Non-filing Letter. If they are unable to obtain an IRS Verification of Non-filing Letter by following one of the options below, please contact the Financial Aid Office at (559)325-5239.

**Complete ONE of the following:**

### Online Request- Get Transcript Online [www.irs.gov](http://www.irs.gov)

1. From IRS home page, click "Get Your Tax Record."
2. Click "Get Transcript Online."
3. Create an ID.me account.
  - a. You will need a government issued photo ID, an email address, and Social Security Number.
4. Select "View Tax Records."
5. Then "Get Transcript" for 2022.

### Phone Request- Get Non-Filing Letter by Mail

1. Call the IRS at 1-800-908-9946.
2. Follow the prompts to enter the social security number and the numbers in your street address.
3. Select "Option 2" to request an IRS Verification of Non-filing Letter and then enter "2022."
4. If successfully validated, the letter should be received by mail within 5-10 days from the time of the request.

### Online Request- Get Non-filing Letter by Mail

1. From [www.IRS.gov](http://www.IRS.gov), click "Get Your Tax Record."
2. Click "Get Transcript by Mail."
3. Enter the non-filer's Social Security Number, date of birth, street address, and zip or postal code. Use the address currently on file with the IRS.
4. Click "Continue", then select "Verification of Non-filing Letter" and in the Tax Year field, select "2022."
5. You can expect to receive a paper IRS Verification of Non-filing Letter at the address included within 5 to 10 days.

## Special Tax Situations

### Amended Tax Return

Bring copy of Tax Return Transcript and a copy of the 1040X (Amended Tax Return), signed by taxpayer and stamped by IRS.

### Victim of IRS Tax-Related Identity Theft

1. Contact the IRS Identity Theft Protection Specialized Unit (IPSU) via telephone at (800) 908-4490.
2. After the IPSU authenticates the tax filer's identity, the tax filer must request the IRS to mail a Transcript Database View (TRDBV).
3. Submit a signed statement by the tax filer indicating that he or she was a victim of IRS tax-related identity theft.