

**Federal Income Tax Verification****Instructions****Aid Year: 24/25**

If selected for verification, a student and/or parent must submit tax information unless they provided consent and approval and had their IRS income tax information provided on the FAFSA directly from the IRS. Federal income tax data imported must be unaltered to satisfy the verification requirement.

Students and/or parents who provided consent and approval, but tax data was not available or could not be used will be required to submit an IRS Tax Return Transcript or signed IRS tax return.

Please note: Amended tax return filers. The IRS import process may only provide information from the original tax return and not from an amended tax return. As a result, both the IRS Tax Return and a signed copy of the amended IRS Form (1040X) must be submitted to the Office of Financial Aid when an amended tax return was filed.

Return the completed, signed and dated documentation to the Office of Financial Aid:

Mail: LLU Office of Financial Aid, 11139 Anderson St., Loma Linda, CA 92350

Fax: (909) 558-4283

Email: Scan document as a PDF. Attach to email message and send to finaid@llu.edu and/or your financial aid advisor. No photos please.

Bring in: Student Services Center, through the front entrance on the left hand side



Federal Income Tax Verification

IRS Tax Return Transcript Request

Aid Year: 24/25

Tax filers can request, free of charge, a transcript of their 2022 Federal Tax Return from the IRS in the following ways:

Get Transcript Online - Available on the IRS website at www.irs.gov

Click on the “Get Transcript Online” button on the home page. To register and use this service, you need:

- Your SSN, date of birth, filing status and mailing address from latest tax return,
- Access to a valid email account,
- Your personal account number from a credit card, mortgage, home equity loan, home equity line of credit or car loan, and
- A text-enabled mobile phone with your name on the account.

Get Transcript by Mail

Click on the “Get Transcript by Mail” button on the home page. To use this service, you need your:

- SSN or Individual Tax Identification Number (ITIN),
- Date of birth, and
- Mailing address from your latest tax return
- Transcripts arrive in 5 to 10 calendar days to the address on file with the IRS

Telephone Request

- Call the IRS automated line at 800-908-9946 to order a transcript by mail
- Follow prompts to enter your Social Security Number and the numbers in your street address. Generally this will be numbers of the street address that was listed on the latest tax return filed.

If you have any questions, please email Finaid@llu.edu or call (909) 558-4509

Loma Linda University