



Office of Financial Aid
7400 Augusta Street
River Forest, IL 60305
(708) 209-3113 (phone)
(708) 488-4102 (fax)
Financial.Aid@CUChicago.edu

Proof of Income for Verification Process 2025-2026

Students selected randomly by the Department of Education or by our office for verification must take the following steps. Income must be verified for students and parents (if dependent).

Proof of income for 2023 can be submitted by following the steps listed below:

Required Method: IRS Direct Data Exchange (DDX)

- Login to <https://fafsa.gov>
- Go to My Activity, FAFSA Form 2025-26. Then click on Provide Consent.
- Provide Consent and Approval to retrieve and disclose **Federal Tax Information (FTI)**. With your consent and approval, FAFSA can obtain tax return information automatically from the IRS to help you complete your section of the FAFSA® form. If student, parents, or spouse don't provide consent and approval, the student will not be eligible for federal student aid, including grants and loans. You must provide consent and approval even if you didn't file a U.S. federal tax return or any tax return at all.
- Proceed to the Financials Section
- Sign and Complete Your Section

Please Note:

If 2023 income tax return information for the student and parents (if dependent) was not available or could not be used, the student and parents will be required to provide a **2023 IRS Tax Return Transcript(s) or a signed copy of the 2023 income tax return and applicable schedules.**

Individuals Who Filed Non-IRS Income Tax Returns

A tax filer who filed an income tax return with a tax authority other than the IRS may provide a signed copy of his or her income tax return that was filed with the relevant tax authority. However, if we question the accuracy of the information on the signed copy of the income tax return, the tax filer must provide us with a copy of the tax account information issued by the relevant tax authority before verification can be completed. All documents must be translated to English.

❖ Non-tax filers for 2023 must complete all steps listed on reverse side. →



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IRS Verification of Non-filing 2025-2026

As part of the verification process required by the U.S. Department of Education, parent(s) of dependent students and independent students who did not file a 2023 federal tax return must complete the following steps:

- ❖ Provide Consent on the FAFSA using the IRS Direct Data Exchange (DDX) even if you did not file 2023 tax returns. Steps are listed on the **reverse side**.
- ❖ Non-tax filers who earned income from work in 2023 must indicate the amount(s) on signed **Verification Worksheet**.
- ❖ A signed and dated statement certifying you are not required to file a 2023 income tax return and the sources and amounts of earnings, other income, and resources that supported yourself for the 2023 tax year. For individuals without a Social Security number (SSN), Individual Taxpayer Identification Number (ITIN), or Employer Identification Number (EIN), that you do not have an SSN, ITIN, or EIN.
- ❖ Non-tax filers must request an IRS Verification of Non-filing of their 2023 tax return status, free of charge, by completing one of the following steps:
 - 1) **IRS website** – <https://www.irs.gov/individuals/get-transcript>
Using the IRS Get Transcript Service
 - 2) **Paper Request Form – IRS Form 4506-T**
Download IRS Form 4506-T at <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>
 - Complete lines 1 – 4, following the instructions on page 2 of the form.
 - Line 3: Enter the non-filer's street address and zip code. Use the address currently on file with the IRS.
 - Line 5: Verification of Non-filing Letter should be mailed directly to non-filer.
 - Line 7: Select the checkbox on the right hand side for Verification of Non-filing.
 - Line 9: Year or period requested field, enter "12/31/2023".
 - The non-filer must sign and date the form and enter their telephone number.
 - Mail and fax the completed IRS Form 4506-T to the address and fax number provided on page 2 of Form 4506-T.
 - If the 4506-T information is successfully validated, non-tax filers can expect to receive a paper IRS Verification of Non-filing Letter at the address provided on their request within 5 to 10 days.