



2024-25
IRS FEDERAL TAX INFORMATION (FTI), FEDERAL TAX RETURN, FEDERAL TAX
RETURN TRANSCRIPT, AND VERIFICATION OF NON-FILING INSTRUCTIONS

If a student, spouse, or parent has consented to the disclosure of information and affirmatively approved the receipt and use of 2022 Federal Tax Information (FTI) on a student's 2024-25 Free Application for Federal Student Aid (FAFSA), but Federal Tax Information for that individual was not available or could not be used for the FAFSA, provide the Office of Student Financial Aid with a copy of that individual's **signed 2022 federal tax return and all schedules**. If that individual is unable to provide a copy of his/her 2022 federal tax return, submit a copy of that individual's **2022 IRS Tax Return Transcript (or 2022 Verification of Non-Filing Letter, if applicable)**. See instructions below.

IMPORTANT - The student's name and Rocket Number must be included on all documentation submitted to the Office of Student Financial Aid or Rocket Solution Central.

2022 IRS TAX RETURN TRANSCRIPT

If an individual cannot provide a signed copy of his/her 2022 federal tax return as requested by the Office of Student Financial Aid, please provide a copy of that individual's 2022 IRS Tax Return Transcript.

Go to: irs.gov/transcript.

If the individual requesting a transcript has a credit card (not debit), auto loan, mortgage, home equity loan, or home equity line of credit **AND** a mobile phone billed to that individual's name:

1. Select "Get Transcript Online."
2. Register/Create account.
3. Select reason for transcript request and tax year requested (2022). Be sure to request the "Return Transcript," NOT the "Account Transcript."

If the individual requesting a transcript is unable to use "Get Transcript Online," he/she will need to use one of the following methods:

Get Transcript by MAIL

1. Go to: irs.gov/transcript.
2. Select "Get Transcript by Mail."
3. For Married Filing Jointly Tax Return Transcripts, the taxpayer (not the spouse on the return) must make the request.
4. Enter personal data and the address used on the tax return submitted to the IRS.
5. Select "Return Transcript" and tax year "2022."

Get Transcript by PHONE

1. Call the IRS at 800.908.9946 to order a 2022 Tax Return Transcript.
2. For Married Filing Jointly Tax Return Transcripts, the taxpayer (not the spouse on the return) must make the request.

IMPORTANT:

When you receive the Tax Return Transcript, you must write the student's name and Rocket Number on the document prior to submitting it to the Office of Student Financial Aid.

2022 VERIFICATION OF NON-FILING LETTER

Go to: irs.gov/transcript.

If the individual requesting a Non-Filing Letter has a credit card (not debit), auto loan, mortgage, home equity loan, or home equity line of credit **AND** a mobile phone billed to that individual's name:

1. Select "Get Transcript Online."
2. Register/Create account.
3. Select reason for transcript request and tax year requested (2022). Be sure to request the "IRS Verification of Non-Filing."

If the individual requesting a Non-Filing Letter is unable to use "Get Transcript Online," he/she will need to complete the **IRS Form 4506-T "Request for Transcript of Tax Return"**:

Go to: irs.gov/forms-pubs.

1. Select "Form 4506-T."
2. Complete lines 1a-1b.
3. Complete lines 3-4.
4. Check the box for line 7.
5. Enter "12/31/2022" for line 9.
6. Check the box (above the signature line) that reads: Signatory attests that he/she has read the attestation clause and upon so reading declares that he/she has the authority to sign the Form 4506-T.
7. Complete the "Sign Here" section with your signature, the date, and your phone number.
8. Mail the completed/signed Form 4506-T to the applicable address provided in the "Chart for all other transcripts" on page 2 of the Form 4506-T. Do NOT send or upload Form 4506-T to the Office of Student Financial Aid.

IMPORTANT:

When you receive the Verification of Non-Filing Letter from the IRS, you must write the student's name and Rocket Number on the document prior to submitting it to the Office of Student Financial Aid.

WHAT IF YOU ARE UNABLE TO OBTAIN THE VERIFICATION OF NON-FILING LETTER?

If an individual is unable to get the Verification of Non-Filing Letter using either of the methods above, he or she may submit a signed and dated statement affirming that he/she attempted to obtain the 2022 Verification of Non-Filing Letter, but was unable to obtain it.

Questions? Please contact Rocket Solution Central (RSC) at 419.530.8700.

TO SUBMIT DOCUMENTS:

Upload to: myUT.utoledo.edu
"My Financial Aid"
"Financial Aid Documentation Upload"

Mail to: The University of Toledo
Office of Student Financial Aid
2801 West Bancroft Street, Mail Stop 314
Toledo, OH 43606-3390

In person: Rocket Solution Central
1200 Rocket Hall

Fax to: 419.530.5835