



**2025-26 IRS FEDERAL TAX INFORMATION (FTI), TAX RETURN,
TAX RETURN TRANSCRIPT, AND VERIFICATION OF NON-FILING INSTRUCTIONS**

If a student (or spouse or parent, if applicable) has consented to the disclosure of information and affirmatively approved the receipt and use of Federal Tax Information (FTI) on the student's 2025-26 FAFSA, but 2023 Federal Tax Information for that individual was not available or could not be used for FAFSA, provide the Office of Student Financial Aid with that individual's complete, **signed copy of the 2023 federal tax return**. If unable to provide a copy of the 2023 federal tax return, submit instead a copy of that individual's **2023 IRS Tax Return Transcript**.

****Student name and Rocket Number must be on all documentation submitted to Office of Student Financial Aid or Rocket Solution Central.****

2023 FEDERAL TAX RETURN TRANSCRIPT

If you cannot provide a complete, signed copy of a required 2023 federal tax return (IRS Form 1040) as requested by the Office of Student Financial Aid, please provide a copy of that individual's 2023 Tax Return Transcript received from IRS.gov.

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 (2023). Make sure to request the "Tax Return Transcript" and NOT the "Account Transcript."

If the individual requesting a transcript is unable to use "Get Transcript Online," he or 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 "2023."

Get Transcript by PHONE

1. Call the IRS at 800.908.9946 to order a 2023 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.

2023 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 (2023). Make 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 or 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 "Verification of Nonfiling".
5. Enter "12/31/2023" 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 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 or she attempted to obtain the 2023 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