



Your 2026-2027 FAFSA was selected for a process called "Verification". As required by U.S. Department of Education, the Office of Financial Aid will compare your and your spouse (if applicable) data on the submitted FAFSA with the information on this worksheet and other required documents. If there are differences between your submitted FAFSA and the documentation provided, the Office of Financial Aid reserves the right to make all necessary changes with the U.S. Department of Education. Failure to complete the verification process will result in a delay of disbursing aid or possible loss of eligibility.

Per federal law, we are unable to award or disburse any federal and/or state aid until this is resolved.

Student's Income Information Verification

The Office of Financial Aid is requesting Income Verification from you and your spouse (if applicable); there are several methods for doing so; please complete **one** of these options:

Option A is the most efficient method of meeting the Income Verification requirement.

- A.** If you and your spouse (if applicable) filed a 2024 Federal Income Tax Return, you and your spouse (if applicable) may directly transfer the data from the IRS into your FAFSA application
- Log in to your current [FAFSA](#), elect the option to **Make Corrections**,
 - Navigate to the Financial Section, *if you and/or your contributor are eligible to use the IRS Data Retrieval Tool (DRT)*, you will find a button labeled "**Link to IRS**", click on it.
 - Follow the prompts, you will need to confirm your personal information to verify your identity and "**Proceed to IRS Site**"
 - You and your spouse (if applicable) will be required to **consent and give permission** to share the transferred income tax information
 - In the IRS site, you will be able to **select the 2024 tax data for the 2026-2027 FAFSA**, choose to transfer data by checking the box stating "Transfer My Tax Information into the FAFSA Form and click "**Transfer Now**" button
 - Review the transferred tax information to ensure its accuracy.
- B.** Obtain a **2024 IRS Tax Return Transcript** (*Only Tax Return Transcripts will be accepted not Tax Account Transcripts*).
- by going to the [IRS website \(www.irs.gov\)](#) and
 - selecting the option to **Get My Tax Record**
 - download or request your transcript by mail,
 - Select "**Return Transcript**" and in the tax year field select **2024**
 - then provide a copy of this transcript to BU Office of Financial Aid
- C.** Provide a **signed** copy of your and your spouse (if applicable) **2024 Federal Tax Return and all applicable schedules**.

or

If you and your spouse (if applicable) were not required to file a 2024 Federal Income Tax Return with the IRS:

- Complete the **Independent Non-Filer Income Verification Worksheet** to meet the Income Verification requirement; **and**
- Submit an official documentation for a Non-Filing Letter from the [IRS](#). It can be requested from the IRS free of charge
 - Go to the IRS website's "Get Your Tax Record" page.
 - Click "Get Transcript Online" and follow the instructions to create an account or log in.
 - Select the "**Verification of Non-filing Letter**" option and choose the relevant tax year, **2024**.
 - If your identity is successfully validated, you can view and print the letter immediately.

The requested documents **must** be submitted to be considered for all available financial aid. You can submit all forms via email to financialaid@ben.edu or upload document drop box located on our [website](#).



Student's Information

	B
Student's Last Name, First Name, MI	Student Benedictine ID

The Office of Financial Aid is requesting a **Non-Filer Income Verification** from you and your spouse (if applicable).

All Non-Tax filers must provide a Verification of Non-Filing Letter from the IRS. A Verification of Non-filing Letter can be obtained from the IRS. *Only in selected cases can the Office of Financial aid accept a signed statement certifying that an unsuccessful attempt was made to obtain a Verification of Non-Filing Letter from the IRS.*

Student Non-Filer Income to be Verified

If you were **not required to file a 2024 Federal Income Tax Return** with the IRS complete the following:

- I was not employed, did not earned income and was not required to file a 2024 Federal IRS Tax Return;
- or**
- I was employed or had income, but earned less than \$14,600 and was not required to file a 2024 Federal IRS Tax Return:

If you were not required to file 2024 U.S. Income Tax Return, you must list all sources of income and amounts received in 2024 below; attach W-2s or equivalent document for each source.

Employer's Name/ Income Source	List Income Documentation	Total 2024 Income Amount
		\$
		\$
		\$

Spouse (if applicable) Non-Filer Income to be Verified

If your spouse (if applicable) was **not required to file a 2024 Federal Income Tax Return** with the IRS complete the following:

- Spouse was not employed, did not earned income and was not required to file a 2024 Federal IRS Tax Return;
- or**
- Spouse was employed or had income, but earned less than \$14,600 and was not required to file a 2024 Federal IRS Tax Return:

If your spouse was not required to file 2024 U.S. Income Tax Return, your spouse (if applicable) must list all sources of income and amounts received in 2024 below; attach W-2s or equivalent document for each source.

Employer's Name/ Income Source	List Income Documentation	Total 2024 Income Amount
		\$
		\$
		\$
		\$

Certification and Signatures

Each person signing this worksheet certifies that all of the information reported is complete and correct.

Student's Signature	Date
Spouse's Signature (if applicable)	Date

WARNING: If you purposely give false or misleading information on this worksheet, you may be fined,