



2023-24 Signed Copy of Student 2021 Tax Return Needed

CONTACT: Tx1040St

In order to process your financial aid application, the Office of Student Financial Planning will need a **signed copy** of your 2021 Federal Income Tax Form 1040 (both pages 1 and 2 as well as all related Schedules).

**You will not be able to receive a Financial Aid award offer until this issue is resolved.
 THIS IS AN URGENT MATTER.**

What do I do if I do not have a copy of my Federal Income Tax Return 1040 for 2021?

1	Obtain a copy from your professional Income Tax Preparer.	Please submit a signed copy and include your name and Student ID number on the form.
2	You can obtain a 2021 Federal Income Tax Return Transcript from the IRS website. Please be sure to submit all pages of this document. Most are two-sided.	http://www.irs.gov/Individuals/get-transcript <ul style="list-style-type: none"> • You may be able to download the Tax Return Transcript, or • The IRS may mail you a copy of the Tax Return Transcript to the address on the return. • If you have moved since you filed your 2021 tax return, you should log onto the IRS website to update your mailing address with the IRS, wait ten days, and then request the Tax Return Transcript.

Once all required tax forms, W-2's, and forms are received by the Office of Student Financial Planning, we will review and update myKWU Document Tracking – 2023-24 as quickly as possible.

To review items, please sign in to your myKWU account. Select the Students tab – Student Financial Planning-Document Tracking.

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