



## 2024-25 Signed Copy of Parent(s) 2022 Tax Return Needed

CONTACT: Tx1040Pa

In order to process your financial aid application, the Office of Student Financial Planning will need a **signed copy** of your parent(s) 2022 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 resolve.**

**THIS IS AN URGENT MATTER.**

### Which parent(s)' tax return(s) must be submitted?

The same parent(s) whose information was reported on the FAFSA. If your biological or adoptive parents:

Are married and not legally separated from each other...	Either their 2022 "Married Filing Jointly" return or each of their separate tax returns, if they did not file jointly.
Were never married to each other but are living together...	Each of their separate 2022 tax returns. We will need both of them.
Are divorced from each other but the parent whose information was provided on the FAFSA has remarried and is not legally separated from their new spouse...	Provide the 2022 tax return of the biological parent whose information is on the FAFSA and their spouse, if they filed jointly. If they filed separately provide both your parent and step-parent's individual tax returns.

### What do we do if my parent(s) do not have a copy of their Federal Income Tax Return 1040 for 2022?

1	Obtain a copy from their professional Income Tax Preparer.	Please submit a signed copy and include the Student's name and ID number on the form.
2	Your parent can obtain a 2022 Federal Income Tax Return Transcript from the IRS website. Please be sure to submit all pages of this document. Most are two-sided.	<a href="http://www.irs.gov/Individuals/get-transcript">http://www.irs.gov/Individuals/get-transcript</a> <ul style="list-style-type: none"> <li>• They may be able to download the Tax Return Transcript, or</li> <li>• The IRS may mail them a copy of the Tax Return Transcript to the address on the return.</li> <li>• If they have moved since they filed their 2022 tax return, they should log onto the IRS website to update their mailing address with the IRS, wait ten days, and then request the Tax Return Transcript.</li> </ul>

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 – 2024-25 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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