Parent - Verification of Inability to Obtain a Tax Transcript

Your application was selected for a review in a process called “Verification” and your parent(s) must provide CSU, Chico Financial Aid & Scholarship Office with parent(s) 2014 tax filing information in one of the following two methods:

1) **Using the IRS Data Retrieval tool** available by submitting a FAFSA correction at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

    OR

2) **If your parent(s) are unable to utilize the IRS Data Retrieval tool**, they are required to obtain a copy of their 2014 Tax Return Transcript from the IRS ([www.IRS.gov/transcript](https://www.IRS.gov/transcript)) and submit it to our office.

In rare cases where your parent(s) are unable to obtain a 2014 Tax Return Transcript from the IRS, your parent(s) may submit a signed copy of the original 1040. However, our office will not be able to accept a copy of your 1040 unless all applicable documentation as listed in the steps below is submitted to our office:

1) Complete and sign this form and attach all appropriate documents, AND

2) Attach a copy of your parent(s) signed 1040 or 1040A or 1040EZ with all schedules attached, AND

3) Attach IRS documentation using one of these methods:
   
   A) For parent(s) who attempted to request an IRS Tax Return Transcript using the IRS online transcript request process, a copy of the screen print from the official IRS Web page that displays a message indicating the transcript request was unsuccessful. It must be signed and dated by the tax filer.
   
   OR

   B) For parent(s) who attempted to request an IRS Tax Return Transcript using IRS Form 4506T-EZ or Form 4506-T, attach a copy of the IRS response that was provided to your parent(s) stating that the IRS could not provide the requested transcript. It must be signed and dated by the tax filer.

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**Certification Statement**

*We hereby certify that all information on this statement is accurate and complete to the best of our knowledge.*

Student Signature ____________________________________________ Date __________

Parent Signature (at least one parent)___________________________ Date __________

Fax to 530-898-6883. Faxed documents will show up as “received” within 72 hours on the Student Center “To Do List”. Documents submitted in-person or by mail will show as “received” within five weeks.