



**Vance-Granville Community College
Office of Financial Aid**

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2025-2026 Verification of 2023 Income

A. Income Verification

Important Note: The instructions below apply to each contributor as requested on MyVGCC. Notify the financial aid office if the parents or the student/spouse, as applies, filed separate IRS income tax returns for 2023 or had a change in marital status after December 31, 2023.

Instructions: Complete this section if the contributor filed or will file a 2023 IRS income tax return(s). As part of federal student aid eligibility, each contributor will be required to consent and approve sharing and importing income and tax information from the IRS to the FAFSA form, even if the attempt to obtain or use such data is ineffective. In other words, if the student and spouse or parents filed separate 2023 IRS income tax returns, both must provide consent and approval to share and import income and tax information from the IRS. In most cases, no further documentation is needed to verify 2023 income information that was transferred into the student's FAFSA using income and tax information directly from the IRS.

If 2023 income tax return information for the contributor was not available or could not be used, the contributor should provide the institution with either:

- 1) A 2023 IRS Tax Return signed and schedules 1, 2, and/or 3, as applicable, **OR**
- 2) A 2023 IRS Tax Return Transcript which may be obtained through:
 - **Get Transcript by Mail** – Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript by Mail." Make sure to request the "Return Transcript," and **NOT** the "Account Transcript." The "Return Transcript" is generally received within 10 business days from the IRS' receipt of the online request.
 - **Get Transcript Online** – Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript Online."
Make sure to request the "Return Transcript" and NOT the "Account Transcript." To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript is displayed online upon successful completion of the IRS's two-step authentication.
 - **Automated Telephone Request** – 1-800-908-9946. The transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
 - **Paper Request Form** – IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS' receipt of the paper request form.