

The federal verification process requires a review of your 2024-2025 Free Application for Federal Student Aid (FAFSA). There are different methods you can access to obtain the 2022 required IRS Tax Return and applicable IRS schedules. The recommended way to provide accurate 2022 IRS tax information would be by utilizing the FUTURE ACT Direct Data Exchange (FADDX) on your FAFSA using the instructions below:

- Income can be verified by going to [www.studentaid.gov](http://www.studentaid.gov) and logging in to your FAFSA. Utilizing the FADDX process will retrieve your 2022 IRS Tax Return information.
- After successful transfer, go to SIGN & SUBMIT tab/agree to terms. Click SUBMIT MY FAFSA. **This process will generate an updated FAFSA to Point Park University. As a result of using the FADDX successfully, the IRS tax return will not be required. For web assistance from FAFSA, please call 1-800-433-3243.**

#### INSTRUCTIONS - IF UNABLE TO USE THE FADDX TOOL – TELEPHONE REQUEST

- Tax filers can request a **2022 TAX RETURN TRANSCRIPT, (Do not request tax account transcript)**, free of charge, from the IRS by calling 1-800-908-9946. Information needed would be tax filer's social security number, date of birth, street address, and zip code.

#### INSTRUCTIONS - IF UNABLE TO USE THE FADDX TOOL – ONLINE REQUEST

- Tax filers can request a **2022 TAX RETURN TRANSCRIPT, (Do not request tax account transcript)**, free of charge, from the IRS by downloading your tax return transcript at [Get Transcript Online](http://www.irs.gov/individuals/get-transcript) OR by requesting the **2022 IRS TAX RETURN TRANSCRIPT** to be mailed.

<http://www.irs.gov/individuals/get-transcript>

Get Transcript  
**ONLINE**



#### What The User Needs

##### Create an account with ID.Me

To register and use this service, you need:

- [SSN](#), date of birth, filing status and mailing address from latest tax return,
- access to user's email account,
- specific account numbers from a credit card, mortgage, home equity loan, home equity line of credit or car loan, and
- a text-enabled mobile phone linked to user's name

#### What User Get

- All [transcript types](#) are available online
- View, print or download your transcript
- Username and password to return later

Get Transcript by  
**MAIL**



#### What The User Needs

##### Create an account with ID.Me

To use this service, you need:

- [SSN](#) or [Individual Tax Identification Number \(ITIN\)](#),
- date of birth, and
- mailing address from user's latest tax return

#### What User Get

- Return or Account [transcript types](#) delivered by mail
- Transcripts arrive in **5 to 10 calendar days** at the address we have on file for you

#### OTHER METHODS YOU CAN USE TO ACCESS THE 2022 REQUIRED IRS TAX RETURN AND APPLICABLE IRS SCHEDULES:

1. Access the tax software product you used to prepare and filed your 2022 IRS Tax Return and applicable schedules. You may be able to access your account to download/print a copy. OR
2. If you used a tax professional, contact the tax preparer/provider who filed your 2022 IRS Tax Return & applicable schedules for a signed copy of your tax return.

**\*\*DOCUMENTS SUBMITTED MUST BE SIGNED and CONTAIN YOUR POINT PARK STUDENT ID NUMBER\*\***