

## Instructions for Submitting Extension Information and Amended Tax Returns

If you were selected for verification and are required to provide income tax information, and you have filed a tax extension or an amended return, see the applicable instructions below.

**IRS Extension-** If you filed an extension for your 2020 taxes and have subsequently submitted a complete return, you need to use the IRS Data Retrieval process or submit an IRS Tax Transcript to the Financial Aid Office. If you have been granted an extension beyond the automatic six-month extension, you will need to provide the following:

- A copy of the IRS form 4868, "Application for Automatic Extension of Time to File US Individual Income Tax Return," that was filed with the IRS for tax year 2020.
- A copy of IRS W-2 for each source of employment income received for the tax year 2020
- If self-employed, a signed statement certifying the amount of the Adjusted Gross Income (AGI) and the income tax paid for the tax year 2020
- A copy of the IRS's approval of an extension beyond the automatic six-month extension if you requested an additional extension of the filing time for tax year 2020.
- Verification of Non-filing Letter (confirming that the tax return has not yet been filed) from the IRS dated after October 1, 2021.

**Amended Return-** If you filed an amended income tax return for the 2020 tax year, provide the following:

- A signed copy of the 2020 IRS Form 1040X, "Amended US Individual Income Tax Return," that was filed with IRS
- Original Federal Tax Documents:
  - A signed copy of your 2020 IRS Tax Return, or
  - A copy of your 2020 IRS Tax Return Transcript (that will include information for the original tax return and does not need to be signed)

To contact the IRS for general questions call 1-800-829-1040 or visit the [IRS website](http://www.irs.gov) (www.irs.gov).