

Step 2: Student (and Spouse) Tax and Income Information

Check only one of the boxes below then submit the corresponding documents requested.	Must submit the following documents
<input type="checkbox"/> I have or will file a 2024 Federal Income Tax Return and will submit the information by using the: <ul style="list-style-type: none"> <input type="checkbox"/> FAFSA IRS Direct Data Exchange <input type="checkbox"/> 2024 Tax Return Transcript <input type="checkbox"/> 2024 Signed 1040 Tax Return 	Once tax returns are filed, update your FAFSA by using the IRS Direct Data Exchange if eligible, OR send us your 2024 Tax Return Transcript . You may order an IRS Tax Return Transcript at www.irs.gov/Individuals/Get-Transcript or by calling 1-800-829-1040. A HAND-SIGNED copy of your tax return or 1040 is acceptable.
<input type="checkbox"/> I worked in 2024 but am not required to file a 2024 Federal Income Tax Return.	-2024 W-2 Form(s) or other earnings statements from your employer(s). This includes any W-2s received from Work Study. -Letter of Non-filing Status from IRS for Independent Students. Can be obtained from the IRS using Form 4506-T and checking Box 7.
<input type="checkbox"/> I did not work in 2024 and am not required to file a 2024 Federal Income Tax Return.	-Letter of Non-filing Status from IRS for Independent Students. Can be obtained from the IRS using Form 4506-T and checking Box 7.

Step 3: Parent(s) Tax and Income Information - Complete if parent information was required on FAFSA

Check only one of the boxes below then submit the corresponding documents requested.	Must submit the following documents
<input type="checkbox"/> I have or will file a 2024 Federal Income Tax Return and will submit the information by using the: <ul style="list-style-type: none"> <input type="checkbox"/> FAFSA IRS Direct Data Exchange <input type="checkbox"/> 2024 Tax Return Transcript <input type="checkbox"/> 2024 Signed 1040 Tax Return 	Once tax returns are filed, update your FAFSA by using the IRS Direct Data Exchange if eligible, OR send us your 2024 Tax Return Transcript . You may order an IRS Tax Return Transcript at www.irs.gov/Individuals/Get-Transcript or by calling 1-800-829-1040. A HAND-SIGNED copy of your tax return or 1040 is acceptable.
<input type="checkbox"/> I worked in 2024 but am not required to file a 2024 Federal Income Tax Return.	-2024 W-2 Form(s) or other earnings statements from your employer(s). This includes any W-2s received from Work Study. -Letter of Non-filing Status from IRS. Can be obtained from the IRS using Form 4506-T and checking Box 7.
<input type="checkbox"/> I did not work in 2024 and am not required to file a 2024 Federal Income Tax Return.	-Letter of Non-filing Status from IRS. Can be obtained from the IRS using Form 4506-T and checking Box 7.

Step 4: Certification and Required Signatures

Each person signing below certifies that all of the information reported is complete and correct. **(Must be physically signed with a pen. Electronic signatures are NOT acceptable.)**

Student Signature

Printed Student Name

Date

Parent Signature (if dependent)

Printed Parent Name

Date

Step 5: Submit Completed Form and Required Documents – Mail, Email, or Fax

Shepherd University Office of Financial Aid – P.O. Box 5000, Shepherdstown, WV 25443-5000
 Phone: (304) 876-5470 Fax: (304) 876-5238
 Email: faoweb@shepherd.edu

WARNING: If you purposely give false or misleading information you may be fined, sentenced to jail, or both.