



**C. Student Income Information**

Important Note: The instructions below apply to the student and spouse (if the student is married). Notify the financial aid office if the student or spouse filed separate IRS income tax returns for 2024 or had a change in marital status after December 31, 2024.

**Tax Filers**

*Check the box that applies:*

- The student and spouse filed or will file a 2024 IRS Income Tax Return(s).
- If 2024 income tax return information for the student (or spouse, if applicable) was not available or could not be used, the student should provide the institution with a **2024 IRS Tax Return Transcript(s) or a signed copy of the 2024 income tax return and applicable schedules.**

A **2024 IRS Tax Transcript** may be obtained through:

- Online Request - Go to [www.irs.gov](http://www.irs.gov), under the Tools heading on the IRS homepage, click “Get a Tax Transcript online or by mail.” Make sure to request the “IRS Tax Return Transcript” and **NOT** the “IRS Tax Account Transcript.”
- Telephone Request – 1-800-908-9946
- Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T

\_\_\_\_\_ Check here if a 2024 IRS Tax Return Transcript is provided.

\_\_\_\_\_ Check here if a 2024 IRS Tax Return Transcript will be provided later (verification cannot be completed until this form is received in our office).

**Non-Tax Filers**

The instructions and certifications below apply to the student and spouse (if the student is married.) Complete this section if the student and spouse will not file and are not required to file a 2024 income tax return with the IRS.

*Check the box that applies:*

- The student and spouse were not employed and had no income earned from work in 2024.
- The student and/or spouse were employed in 2024 and have listed below the names of all employers, the amount earned from each employer in 2024, and whether an IRS W-2 form or an equivalent document is provided. [Provide copies of all 2024 IRS W-2 forms issued to the student and spouse by their employers]. List every employer even if the employer did not issue an IRS W-2 form.

If more space is needed, provide a separate page with the student's name and ID number at the top.

Employer's Name	Was IRS W-2 or an Equivalent Document Attached?	Annual Amount Earned in 2024
<i>Suzy's Auto Body Shop (example)</i>	<i>Yes</i>	<i>\$4,500</i>

*Check the box that applies:*

- Check here if non-filing letter is provided.
- I acknowledge that I did not file a 2024 Income Tax Return, I was not required to file a 2024 Income Return and I tried but was not able to obtain a non-filing letter from the IRS for the 2024 tax year.

Student's Name: \_\_\_\_\_ ID# \_\_\_\_\_

**D. Parent Income Information**

Important Note: The instructions below apply to each parent/step-parent in the household (both legal parents who live together must report, regardless of marital status). Notify the financial aid office if the parents filed separate IRS income tax returns for 2024 or had a change in marital status after the end of the 2024 tax year on Dec. 31, 2024.

**Tax Filers**

Check the box that applies:

- The parents filed or will file a 2024 IRS Income Tax Return(s).
- If 2024 income tax return information for the parents was not available or could not be used, the parents should provide the institution with a 2024 IRS Tax Return Transcript(s) or a signed copy of the 2024 income tax return and applicable schedules.

A **2024 IRS Tax Transcript** may be obtained through:

- Online Request - Go to [www.IRS.gov](http://www.IRS.gov), under the Tools heading on the IRS homepage, click "Get a Tax Transcript online or by mail." Make sure to request the "IRS Tax Return Transcript" and NOT the "IRS Tax Account Transcript."
- Telephone Request – 1-800-908-9946
- Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T

\_\_\_\_\_ Check here if a **2024 IRS Tax Return Transcript** is provided.

\_\_\_\_\_ Check here if a **2024 IRS Tax Return Transcript** will be provided later (verification cannot be completed until this form is received in our office).

**Non-Tax Filers**

The instructions and certifications below apply to each parent included in the household. Complete this section if the parents will not file and are not required to file a 2024 income tax return with the IRS.

Check the box that applies:

- Neither parent was employed and had no income earned from work in 2024.
- Neither parent/step-parent filed a 2024 IRS Income Tax Return, and was not required to file. If one or both parents were employed in 2024.

One or both parents were employed in 2024 and have listed below the names of all employers, the amount earned from each employer in 2024, and whether an IRS W-2 form or an equivalent document is provided [Provide copies of all 2024 IRS W-2 forms issued to the parents by their employers]. List every employer even if the employer did not issue an IRS W-2 form.

If more space is needed, provide a separate page with the student's name and ID number at the top.

Employer's Name	Was IRS W-2 or an Equivalent Document Attached?	Annual Amount Earned in 2024
<i>Suzy's Auto Body Shop (example)</i>	<i>Yes</i>	<i>\$4,500</i>

Check the box that applies:

- Check here if non-filing letter is provided.
- I acknowledge that I did not file a 2024 Income Tax Return, I was not required to file a 2024 Income Tax Return and I tried but was not able to obtain a non-filing letter from the IRS for the 2024 tax year.

Student's Name: \_\_\_\_\_ ID#: \_\_\_\_\_

**E. Students unable to present form and ID in person at Columbia International University:**

**Identity- (To Be Signed with Notary)**

If the student is unable to appear in person at Columbia International University to verify his or her identity, the student must provide:

**Notary's Certificate of Acknowledgement**

State of \_\_\_\_\_

City/County of \_\_\_\_\_

On \_\_\_\_\_, before me, \_\_\_\_\_, personally appeared,  
(Date) (Notary's name)

\_\_\_\_\_, and provided to me on basis of satisfactory evidence of  
(Printed name of signer)

Identification \_\_\_\_\_ to be the above-named person who signed the foregoing  
(Type of government-issued photo ID provided) Instrument.

**WITNESS my hand and official seal**

\_\_\_\_\_  
(Notary signature)

(Seal)

My commission expires on \_\_\_\_\_  
(Date)

Student's Name: \_\_\_\_\_ ID#: \_\_\_\_\_

**F. For students able to present form and ID in person at Columbia International University:**

**Identity-**

The student must *appear in person* in the Financial Aid Office at Columbia International University to verify his or her identity by presenting a valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport. The institution will maintain a copy of the student's photo ID that is annotated with the date it was received and the name of the official at the institution authorized to collect the student's ID.

Student's Name: \_\_\_\_\_ ID#: \_\_\_\_\_

### G. Certification and Signatures

Each person signing this worksheet certifies that all of the information reported here is complete and correct. The student and one parent (whose information was reported on the FAFSA) must sign and date.

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

\_\_\_\_\_  
Print Student's Name

\_\_\_\_\_  
Student's ID Number

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

Return signed document to the Financial Aid Office by applying a digital signature to the form and emailing to [finaid@ciu.edu](mailto:finaid@ciu.edu) or by printing the form, scanning and emailing to our office, including any additional necessary documents. You may also submit this form in person, fax or mail to our office:

Columbia International University, Financial Aid Office  
7435 Monticello Road, Columbia, SC 29203  
Office: (803) 807-5036 Fax: (803) 223-2505

Office Use Only:  
Rec'd \_\_\_/\_\_\_/\_\_\_ by \_\_\_\_\_ Verified \_\_\_/\_\_\_/\_\_\_ Verified by \_\_\_\_\_