

Parent(s) IRS Tax Trans/NTAX

The Quality Assurance Parent(s) IRS Tax Transcript(s)/Non-Tax Filer Form is used for the Quality Assurance (QA) Program.

The QA Program of the U.S. Department of Education is a verification process to verify accuracy of information you provided on the Free Application for Federal Student Aid (FAFSA) application. To complete the required form, follow the directions on the tutorial listed below.

Please note Financial Aid Funds WILL NOT be disbursed until the requested information has been received and evaluated.

Required Quality Assurance/Verification forms will **ONLY** be available electronically in your my.fiu.edu account. To view the forms, the java plug-in must be installed on your computer. Click [here](#) to download the plug-in.

*******Follow the instructions below to complete the Parent(s) IRS Tax Trans/NTAX Request*******

1. Login to my.fiu.edu
2. Click on the link in the "To Do List" titled "Parent(s) IRS Tax Trans/NTAX".

The screenshot shows a user interface with two main sections. On the left, 'This Week's Schedule' is a table with columns for Class and Schedule. On the right, a 'To Do List' section is highlighted with a red box. A red arrow points from the text 'Form Link' to the '2012 Parent IRS Trans/NTAX' link in the 'To Do List'.

This Week's Schedule		
	Class	Schedule
MAN	4720-U02 C (15103)	Fr 2:00PM - 4:45PM Ryder Business 130 Modesto A. Maidique Campus
MAR	4231-U01 C (15556)	Tu 2:00PM - 4:45PM Ryder Business 140 Modesto A. Maidique Campus
MAR	4400-RVC C (15473)	Room: TBA FIU On-line
MAR	4733-RVC C (15342)	Online Course FIU On-line

weekly schedule ▶

You have no outstanding charges at time.

Holds
No Holds.

To Do List

- 2012 Parent IRS Trans/NTAX
- 2012 Student IRS Trans/NTAX
- Dep Family in College HH 13-14
- Emancipated Minor/Legal Guard
- Ind Family in College HH 13-14

details ▶

Enrollment Dates
[Open Enrollment Dates](#)

Registrar Links

3. A new page will load and display a general description of the required information. Click on **OK** button to continue. **Note:** Students can opt to use the IRS Data Retrieval Tool via the [FAFSA application](#). If the values that are retrieved from the IRS remain unchanged, the Institutional Verification "To Do List" items will be automatically waived.

About this Checklist

Parent(s) IRS Tax Return Transcript(s)/NTAX

Parent(s) IRS Tax Transcript is required to assess the accuracy of information you provided on the FAFSA application. To complete the required form:

1. Click on OK.
2. Attach a copy of your Parent(s) IRS Tax Transcript(s) and click on the submit form button to submit online OR
3. Print the form and fax in with your Parent(s) IRS Tax Transcript(s) attached to 305-348-0333.

Note: If your parent(s) worked but did not file 2012 Federal Tax returns, please make sure to submit copies of all W-2s.

To expedite your application, you can use the IRS Data Retrieval Tool found on the FAFSA. You can view a [tutorial](#) via our website on how to use the tool.

Financial Aid funds WILL NOT be disbursed until the requested information has been received and evaluated.



4. If your parent(s) filed a 2012 Federal Tax Return select "yes" and continue to step 5. If the answer is "no", skip to step 11.



Student's Name:

Panther ID:

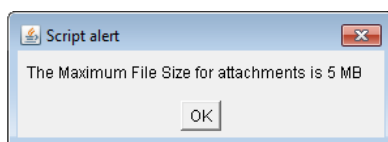
2013 - 2014 Parent(s) IRS Tax Transcript(s)

Did your parent(s) file a 2012 U.S. Federal Tax Return?

Yes - (Attach a copy of your parent(s) 2012 IRS Tax Transcript(s))

No - (Complete the Non-Tax Filer Section)

5. A pop message will appear warning that the maximum upload file size is 5MB. Click **OK** to continue.

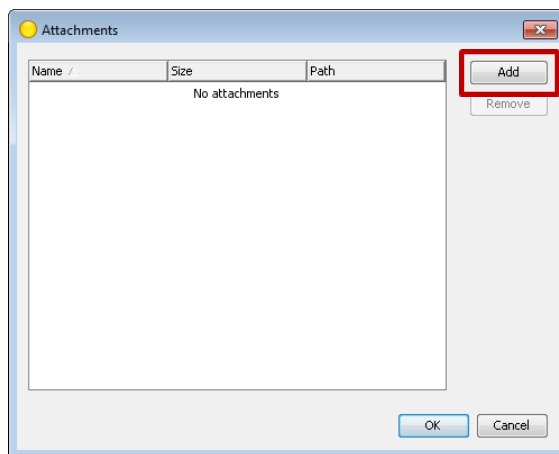


6. To add an attachment, click on the **attachments** button located at the bottom of the form.

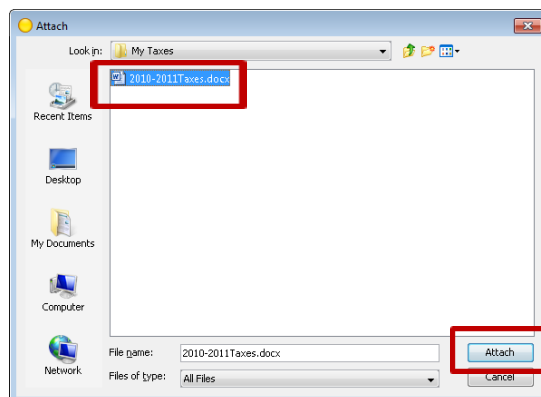


7. A new dialog box will pop up. Click on the **Add** button, to add an attachment.

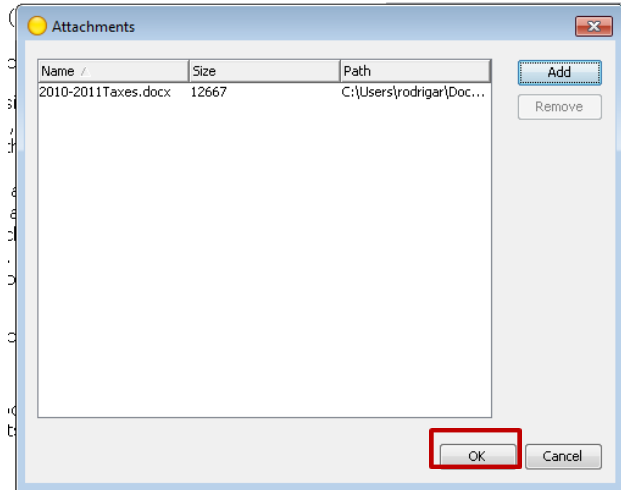
Note: Attach a copy of your documents in PDF format.



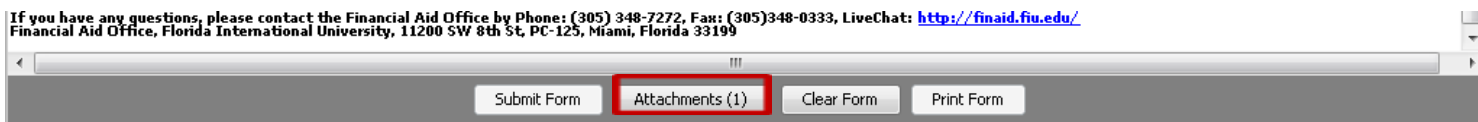
8. Select the file to attach and Click on the attach button.



9. The box will update and display the document you have attached. If you have more than one document to attach, repeat Step 6 to add another attachment. When you are done attaching all documents, click on the **OK** button.



The quantity of documents you have attached will be displayed at the bottom of the form (as shown below).



10. Click on the **"Submit Form"** button to complete the form submission. A confirmation email will be sent to your FIU email account confirming your submission has been received. If you are required to submit additional documentation, you will be notified via email.

If you have any questions, please contact the Financial Aid Office by Phone: (305) 348-7272, LiveChat: <http://onestop.fiu.edu>
 Financial Aid Office, Florida International University, 11200 SW 8th St, PC-125, Miami, Florida 33199

11. If your parent(s) did not file a 2012 Federal Tax Return, select "no" and complete all required fields.

2013 - 2014 Parent(s) IRS Tax Transcript(s)

Did your parent(s) file a 2012 U.S. Federal Tax Return?
 Yes - (Attach a copy of your parent(s) 2012 IRS Tax Transcript(s))
 No - (Complete the Non-Tax Filer Section)

Please provide 2012 income information for each parent below. Include an amount for each source separately. If no income was received for 2012, enter zero (0) as the amount. (Ex. Wages, salaries, tips, social security, child support, etc.)

If the 2013- 2014 Free Application for Federal Student Aid (FAFSA) was completed using only one parent's information, only that parent's information and signature are required. If student's parents are married or remarried, information must be provided for both parents.

Note: If you have filed, or are required to file, a 2012 income tax return, you cannot complete this section.

Source	Father	Mother
Wages, Salaries & Tips	\$ (USD)	\$ (USD)
Other (Specify)	\$ (USD)	\$ (USD)
<input type="button" value="Add"/> <input type="button" value="Delete"/>		

Foreign Income:
 Is/are any of the income/s listed above from a foreign country? Yes No
 If income reported above was earned in another country, specify country:

C. Required Signature

By signing this form, I/we certify that I/we will not file and are not required to file a 2012 U.S. income tax return. I/we further certify that all the information reported on this form is complete and accurate.
 - IMPORTANT: If you purposely give false or misleading information on this form, you may be fined, be sentenced to jail or both.

Father/Stepfather's Signature _____ Date _____

Mother/Stepmother's Signature _____ Date _____

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12. Once all required fields have been completed, click the **Print** button located at the bottom of the form.

By signing this form, I/we certify that I/we will not file and are not be required to file a 2012 U.S. income tax return. I/we further certify that all the information reported on this form is complete and accurate.
- IMPORTANT: If you purposely give false or misleading information on this form, you may be fined, be sentenced to jail or both.

Father/Stepfather's Signature _____ Date _____

Mother/Stepmother's Signature _____ Date _____

If you have any questions, please contact the Financial Aid Office by Phone: (305) 348-7272, Fax: (205)348-0333, LiveChat: <http://finaid.fiu.edu>,
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Submit Form Attachments **Print**

13. Submit **SIGNED** form via fax to **305-348-0333**. **Do not create your own coversheet. The barcode information on the form will be used to identify students. If you or your spouse worked but did not file taxes, submit your form along with copies of all W2s.** If you are required to submit additional documentation, you will be notified via your FIU email and your "To Do List".

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