# ENMU ☀ ROSWELL

**2025 – 26 Tax Transcript(s) Certification Form**

*Please read the following information carefully before completing this form*

_____     _____
Student Name                                                             Student ID

When a student's FAFSA (Free Application for Federal Student Aid) is selected for verification, IRS tax return transcripts are generally required to complete the financial aid file. These can only be requested by the student/parent through the IRS (Internal Revenue Service) via website, phone call, fax or email. However, certain circumstances may not allow for the completion of those efforts and may cause delays in processing the requests.

If several attempts have been made and/or 10-14 business days has passed since the original request, ENMU-Roswell will accept a signed federal tax return from the student/parent in place of the IRS tax transcript. By signing this form, you are certifying that an attempt was made and/or the allotted time has passed but the requested transcripts have not yet been received.

What attempt(s) have you made to access your IRS tax transcripts?

*Check all that apply:*          *Date(s) requested:*

- o  IRS website          _____

- o  Phone call          _____

- o  Fax          _____

- o  Email          _____

I hereby certify that I have attempted to obtain a copy of my IRS tax transcript(s) and have been unsuccessful, therefore, I am submitting a signed copy of the following tax return(s):

☐ **Student 2023 tax return**     ☐ **Parent 2023 tax return**
☐ **Student Spouse 2023 tax return**     ☐ **Parent Spouse 2023 tax return**

_____     _____
Student Signature                                                        Date
_____     _____
Student Spouse Signature                                              Date
_____     _____
Parent Signature (If dependent student)                      Date
_____     _____
Parent Signature (If dependent student)                      Date