



## 2022 – 2023 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:

- IRS website                      \_\_\_\_\_
- Phone call                              \_\_\_\_\_
- Fax    \_\_\_\_\_
- 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/Spouse 2020 tax return**       **Parent(s) 2020 tax return**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature (If dependent student)

\_\_\_\_\_  
Date

