

INSTRUCTIONS:

For more information on verification and other important terms, please visit [MiamiOH.edu/Verification](https://miamiOH.edu/Verification).

If the IRS Data Retrieval Tool was not used when filing the Free Application for Federal Student Aid (FAFSA), the following information must be submitted, **as applicable**.

Tax Filers:

- Copies of the FAFSA Parent(s)' 2019 IRS Tax Return Transcript (visit [MiamiOH.edu/IrsTranscript](https://miamiOH.edu/IrsTranscript) for requesting methods) **or**
- Signed copies of the FAFSA Parent(s)' 2019 Federal 1040 Tax Return. Include applicable schedules 1, 2, 3.
 - Acceptable signatures include: Parent(s)' signature or Paid Preparer Signature box completed by tax professional or accountant.

Non Tax Filers:

- Copies of the 2019 IRS W-2, or 1099 (or equivalent documentation) for each source of employment income received.
- A signed statement explaining how the household was supported in 2019, if no income was earned.
- IRS Verification of Non-filing Letter dated on or after October 1, 2020, for each FAFSA parent(s) that did not file. (Visit [MiamiOH.edu/IrsTranscript](https://miamiOH.edu/IrsTranscript) for requesting methods and instructions.)
 - If unable to obtain the Non-filing Letter, submit a signed statement certifying that the individual(s):
 1. Attempted to obtain the verification or confirmation of Non-filing from the IRS or other tax authority and was unable to obtain it, **AND**
 2. Has not filed and is not required to file an income tax return for 2019

IMPORTANT: Please do not submit original document(s) to the One Stop as we are unable to return them. Please include the student's Banner ID on all submitted documents.

Please submit the information to the One Stop:

Miami University
One Stop
301 S. Campus Ave.
Oxford, OH 45056
Email: OneStop@MiamiOH.edu
Phone: 513-529-0001
Fax: 513-529-8713