

If a **Signed Federal Tax Return (1040)** and/or **W-2 forms** are requested...

The following information will help you determine what tax information you need to send to Central Michigan University. The following applies to students, spouses, parents and/or stepparents.

General Information

- * Make a **COPY** of your **2009 Federal Income Tax Return** – **DO NOT** send us your only copy.
- * Be sure you **SIGN** page 1 or 2 of the **2009 Federal Income Tax Return** copy you send to us.
- * The **ELECTRONIC FILING DECLARATION (Form 8453)** is **NOT** an acceptable **signature** and is not a complete tax return in itself.
- * Send a **complete 2009 Federal Income Tax Return** - this means any schedules (A, B, C, etc.) must be included.
- * **DO NOT** send your State or City Tax Return.
- * If a parent has remarried, enclose the stepparent's **2009 Federal Income Tax Return** as well.
- * Always put the student name and social security number legibly in the upper right corner.
- * W-2 forms are **not** an income tax return – W-2 forms are documents you receive from your employer, reporting your income earned from working during 2009.
- * If W-2 forms are requested they must be legible.
- * Make sure the forms submitted to our office are exact copies of the information sent to the Internal Revenue Service (IRS).
- * If you had a Tax Preparer (H & R Block, etc.) complete your Federal Income Tax Return **ALWAYS** get a copy of your **entire** return, not just a cover sheet.
- * If you did not keep a copy of your **2009 Federal Income Tax Return**, you should request a tax return transcript by either calling the IRS at 1-800-829-1040 or printing and mailing a request form from www.irs.gov or request a copy from your tax preparer.
- * If a student or parent did not file a **2009 Federal Income Tax Return**, you must tell us and we will send you a Parent Income Verification Form to complete.

Types of Federal Tax Returns

If you filed a **2009 Federal**:

1040EZ - Submit a **signed** legible copy. Make sure the student name and social security number are located in the upper right corner.

1040A – Submit a complete (all schedules) **signed** legible copy. Make sure the student name and social security number are located in the upper right corner.

1040 - Submit a complete (all schedules) **signed** legible copy. Make sure the student name and social security number are located in the upper right corner.

Puerto Rico or Foreign Tax Return - Submit a complete (all schedules) **signed** legible copy. Make sure the student name and social security number are located in the upper right corner.

WE REQUIRE A SIGNATURE ON ALL TAX RETURNS TO BE CONSIDERED COMPLETE!