



Financial Aid Office
2715 Dickinson St
Miles City, MT 59301
(406) 874-6208
(406) 874-6283

2020-2021
Student Wage Verification Worksheet

Name: _____ MCC ID#: M14

E-Mail: _____ Phone#: _____

The U. S. Department of Education has selected your application for a process known as "verification". As a result, we are required to confirm the accuracy of some of the information provided on your FAFSA. When completing it, you (and/or your spouse) indicated that you did not, and will not, be filing a 2018 Federal Tax Return. To verify that the earned income on the FAFSA is accurate, you must submit to the Financial Aid Office this completed worksheet, copies of all 2018 W-2(s). Non-Filing letter from IRS not required for dependent students.

Note: Aid cannot be disbursed until the requested documentation is received, and reviewed.

Check applicable option below.

Student Spouse

- _____ _____ Have filed a 2018 federal income tax return. (W-2's and statement of non-filing are not required.) Attach a copy of the IRS Tax Return Transcript or complete the IRS Data retrieval on the FAFSA
- _____ _____ Was not employed, had no income from work 2018, and was not required to file taxes.
- _____ _____ Earned income in 2018 but will not file. Please list sources of earned income for 2018 in the table below. If more space is needed attach an additional page. Statement of non-filing is required.

Name of Student's Employer(s):	W-2 attached?	Total \$ earned in 2018:
	Yes	
	Yes	
	Yes	
Name of Spouse's Employer(s):		
	Yes	
	Yes	
	Yes	

Signature:

By signing this worksheet you certify that the information reported is complete and correct.

Student Signature: _____ Date: _____

Instructions for requesting a W-2 Transcript (or) Verification of Non-filing Letter

If you do not have copies of your W-2's, you may request a W-2(Wage) Transcript from the IRS:

1. Call 1-800-829-3676 and follow the instructions below:
 - Choose language preference
 - Select option #3 for "other tax information"
 - Select option #1 for "personal and individual tax questions"
 - You will then be connected with an IRS employee. If you need a W-2, request a Wage Transcript as well.
 - You will then be transferred to the appropriate department to process your request.

Note: You can request that the documents be faxed or mailed. Mailed documents arrive in 5-10 days.

2 . You may complete Form 4506-T: Request for Transcript of Tax Return (or) Verification of Non-filing Letter. To request a W-2/Wage use Transcript check box 7. Fax or mail the form to the number or address indicated on the form. A printable PDF of Form 4506-T is available on MCC's financial aid website (www.milesc.edu) and on the IRS website (www.irs.gov).

Note: Requesting a W-2/Wage Transcript is free of charge. Most requests are processed within 10 days

3. Online tax information can also be found at the [IRS website \(www.irs.gov/Individuals/Get-Transcript\)](http://www.irs.gov/Individuals/Get-Transcript) using transcripts online. If you have never filed taxes, or do not have the required information for the security clearance, then you will need to choose option 1 or 2 above.

*******When providing the information to the Miles Community College Financial Aid Office, please place the student's name at the top of each page. Emailed documents will not be accepted!*******