



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

## 2024-2025 Parent Wage Verification Worksheet

Student Name: \_\_\_\_\_ MCC ID#: M14

Parent Name(s): \_\_\_\_\_

Parent Email or Phone #: \_\_\_\_\_

The U. S. Department of Education has selected your child’s 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 child’s FAFSA. When completing it, you indicated that you did not, and will not, be filing a 2022 Federal Tax Return. To verify that the earned income reported on the FAFSA is accurate, you must submit to the Financial Aid Office this completed worksheet, along with copies of all 2022 W-2(s).

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

Check the applicable option below:

- \_\_\_\_\_ Have filed a 2022 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 Exchange on the FAFSA
- \_\_\_\_\_ Did not earn income in 2022, was not employed, and was not required to file taxes.
- \_\_\_\_\_ Earned income in 2022 but will not file. Please list sources of earned income for 2022 in the table below. If more space is needed attach an additional page. Statement of non-filing is **required**.

Name of Employer(s):	W-2 attached?	Total \$ earned in 2022:
	Yes	
	Yes	
	Yes	
	Yes	
	Yes	

Signature:

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

Parent 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 1-800-9089-9946 and follow the phone prompts
- 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 Transcript use 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](http://www.milesc.edu)) and on the IRS website ([www.irs.gov](http://www.irs.gov)).

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

2. 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!\*\*\*\*\***