



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

2026-2027  
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 2024 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 2024 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 2024 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

\_\_\_\_\_      \_\_\_\_\_ Was not employed, had no income from work 2024, and was not required to file taxes.

\_\_\_\_\_      \_\_\_\_\_ Earned income in 2024 but will not file. Please list sources of earned income for 2024 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 2024: |
|--------------------------------|---------------|--------------------------|
|                                | 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 1-800-908-9946 and follow the instructions per the phone prompts.

**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](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

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!\*\*\*\*\***