



Financial Aid Office
 PO Box 421
 Glendive, MT 59330
 Phone: (406) 377-9410
 Fax: (406) 377-8132

2018-2019 Student Wage Verification Worksheet

Name: _____ DCC ID#: D16

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 2016 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 2016 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 2016 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 and had no income from work 2016. Statement of non-filing is required.

_____ _____ Earned income in 2016 but will not file. Please list sources of earned income for 2016 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 2016:
	Yes	
	Yes	
	Yes	
Name of Spouse's Employer(s):		
	Yes	
	Yes	
	Yes	

Provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2017 that indicates a 2016 IRS income tax return was not filed with the IRS or other relevant tax authority. This only required if you are an independent student.

_____ Check here if confirmation of nonfiling is provided.

_____ Check here if confirmation of nonfiling will be provided later.

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 Nonfiling 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:
 1. Choose language preference
 2. Select option #3 for "other tax information"
 3. Select option #1 for "personal and individual tax questions"
 4. You will then be connected with an IRS employee. If you need a W-2, request a Wage Transcript as well.
 5. 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 Nonfiling Letter.

To request a W-2/Wage

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 DCC's financial aid website (www.dawson.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.