



2018-2019
Parent Wage Verification Worksheet

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

Student Name: \_\_\_\_\_ DCC ID#: D16 \_\_\_\_\_

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 2016 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, copies of all 2016 W-2(s).

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

Check the applicable option below:

- 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
Did not earn income in 2016 and was not employed. 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.

Table with 3 columns: Name of Employer(s), W-2 attached?, Total \$ earned in 2016:
5 rows of data with 'Yes' in the second column.

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 Nonfiling Letter:

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

**A.** 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.
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.

**B.** 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, and fax or mail it to the phone 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](http://www.dawson.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

**C.** 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.