



2023-2024 Student Wage Verification Worksheet

Name: _____ ID#: 770-_____

E-mail: _____ Phone#: _____

You have been selected for a process called "Verification." In this process, we are required to verify information provided on your FAFSA, which indicated that you did earn income for 2021, but will not be filing a 2021 Federal Tax Return. To verify that the earned income reported on the FAFSA is accurate, this completed worksheet and copies of all 2021 W-2(s), must be submitted to the Financial Aid Office.

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

● Check the applicable option below:

- ☐ Have or will file a 2021 federal income tax return.
- ☐ Did not earn income in 2021.
- ☐ Earned income in 2021 but will not file and am not required to file a 2021 federal income tax return. Please list sources of earned income for 2021 in the table below. If more space is needed attach an additional page.*
- ☐ Received assistance other than wage income.*

*Please obtain a Tax Non-Filer Verification Letter from the IRS. Instructions to obtain this can be found on the Financial Aid webpage under Forms or in our office.

Name of Employer(s):	W-2 attached?	Total \$ earned in 2021:
	<input type="checkbox"/> Yes	
	<input type="checkbox"/> Yes	
	<input type="checkbox"/> Yes	

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

Student Signature: _____ Date: _____

Instructions for requesting a W-2/Wage Transcript:

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 request a W-2 Transcript. Please follow the instructions listed 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. Request a W-2 Transcript.
 5. You will then be transferred to the appropriate department to process your W-2 Transcript request.
 - ❖ You can request your W-2 Transcript faxed directly to you or mailed to you within 5-10 days.
2. You may complete Form 4506T: **Request for Transcript of Tax Return**. To request a W-2/Wage Transcript check **box 8**, and fax or mail it to phone number or address indicated on the form.
 - ❖ This form can be found at: https://www.irs.gov/site-index-search?search=4506-T%5C&field_pup_historical_1=1&field_pup_historical=1
 - ❖ Requesting a W-2/Wage Transcript is free of charge. Most requests are processed within 10 days.

Helena College Financial Aid Office | 1115 North Roberts Street, Helena, MT 59601
(406) 447-6916 | FinancialAid@HelenaCollege.edu