



Financial Aid Office  
 Lommasson Center 218  
 Missoula, MT 59812-2232  
 Phone: (406) 243-5373  
 Fax: (406) 243-4930  
[faid@mso.umt.edu](mailto:faid@mso.umt.edu)

2020-2021  
 Parent Wage Verification Worksheet

Student Name: \_\_\_\_\_ UM ID#: 790-\_\_\_\_\_

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 2018 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 2018 W-2(s).

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

Check the applicable option below:

- \_\_\_\_\_ Have filed a 2018 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 2018 and was not required to file taxes.
- \_\_\_\_\_ Earned income in 2018 but will not file and am not required to file a 2018 federal income tax return. Please list sources of earned income for 2018 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 2018:
	<input type="checkbox"/> Yes	
	<input type="checkbox"/> Yes	
	<input type="checkbox"/> Yes	
	<input type="checkbox"/> Yes	
	<input type="checkbox"/> 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:

*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. 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 [UM's financial aid website](http://www.umt.edu/finaid) (www.umt.edu/finaid) 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

**C.** Online tax information can also be found at the [IRS website](http://www.irs.gov/Individuals/Get-Transcript) (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.