



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

2020-2021 Student Wage Verification Worksheet

Name: _____ UM ID#: 790-_____

UM 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 2018 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 2018 W-2(s).

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

Check applicable option below.

- | | | |
|---------|--------|--|
| Student | Spouse | |
| _____ | _____ | 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. |

Name of Student's Employer(s):	W-2 attached?	Total \$ earned in 2018:
	<input type="checkbox"/> Yes	
	<input type="checkbox"/> Yes	
	<input type="checkbox"/> Yes	
Name of Spouse's Employer(s):		
	<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.

Student 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:

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

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.