



## 2024-2025 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 2022, but will not be filing a 2022 Federal Tax Return. To verify that the earned income reported on the FAFSA is accurate, this completed worksheet and copies of all 2022 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 2022 federal income tax return.
- Did not earn income in 2022.
- Earned income in 2022 but will not file and am not required to file a 2022 federal income tax return. Please list sources of earned income for 2022 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 2022:
	<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: [Form 4506-T \(Rev. 6-2023\) \(irs.gov\)](https://www.irs.gov/efile/form4506t) Requesting a W-2/Wage Transcript is free of charge. Most requests are processed within 10 days.