



2025-2026 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 2023, but will not be filing a 2023 Federal Tax Return. To verify that the earned income reported on the FAFSA is accurate, this completed worksheet and copies of all 2023 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 2023 federal income tax return.
- Did not earn income in 2023.
- Earned income in 2023 but will not file and am not required to file a 2023 federal income tax return. Please list sources of earned income for 2023 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.

Table 1: List names of employer(s), check the box if W-2 is attached, and total amount earned in 2023.

| Name of Employer(s): | W-2 attached? | Total \$ earned in 2023: |
|----------------------|------------------------------|--------------------------|
| | <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.

Helena College Financial Aid Office | 1115 North Roberts Street, Helena, MT 59601

(406) 447-6916 | FinancialAid@HelenaCollege.edu