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## OFFICE OF FINANCIAL AID AND VETERANS AFFAIRS

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Federal School Code – 008087 • <https://www.montgomery.edu/financial-aid>

**2024-25**

### Verification Worksheet

Student Name: \_\_\_\_\_ MCC Student ID/SSN # \_\_\_\_\_

#### I. Verification of 2022 IRS Income Tax Return Information

**Start Here:**

Are you an **independent student** or a **dependent student**?

If you do not know the answer, before continuing, please refer to the questions below.

All applicants for federal student aid are considered either “independent” or “dependent.” Dependent students are required to include information about their parents on the FAFSA.

- Were you born before January 1, 2001?
- As of today, Are you married or separated but not divorced?
- Will you be working toward a master’s or doctorate degree (M.A., M.B.A., M.D., J.D., Ph.D., Ed.D. etc.)?
- Are you currently serving on active duty in the U.S. armed forces for purposes other than training?
- Are you a veteran of the U.S. armed forces?
- Do you have or will you have children who receive more than half of their support from you?
- Do you have dependents (other than children or a spouse) who live with you and receive more than half of their support from you?
- At any time since you turned age 13, were both of your parents deceased, were you in foster care, or were you a ward or dependent of the court?
- Are you an emancipated minor or are you in a legal guardianship as determined by a court?
- Does someone other than your parent/stepparent have legal guardianship of you, determined by the court?
- Are you an unaccompanied youth who is homeless or self-supporting and at risk of being homeless?

If **none** of the criteria listed above apply to you, you may be considered a **dependent student** and may be required to provide your parents’ financial information when completing the FAFSA.

If you answered **yes** to any of these questions, then you may be an **independent student**. You may not be required to provide parental information on your FAFSA.

Reference: <https://studentaid.ed.gov/sa/fafsa/infographic-accessible>

**If you are a Dependent Student, continue to page 2 and 3;**  
**if you are an Independent Student continue to page 2.**

## Verification of 2022 Income Information for **Student Tax Filers**

**Important Note:** The instructions below apply to the student and spouse, if the student is married. Notify the financial aid office if the student or spouse filed separate IRS income tax returns for 2022 or had a change in marital status after December 31, 2022.

**Instructions:** Complete this section if the student and spouse filed or will file a 2022 IRS income tax return(s). *The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at [FAFSA.gov](https://fafsa.gov).* In most cases, no further documentation is needed to verify 2022 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed.

**Check the box that applies:**

- The student has used the IRS DRT in *FAFSA on the Web* to transfer 2022 IRS income tax return information into the student's FAFSA.
- The student has not yet used the IRS DRT in *FAFSA on the Web*, but will use the tool to transfer 2022 IRS income tax return information into the student's FAFSA.
- The student is unable or chooses not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the institution with a **2022 IRS Tax Return Transcript(s) or a signed copy of the 2022 income tax return, applicable schedules, and all W2 forms.**

A **2022 IRS Tax Return Transcript** may be obtained through:

- Get Transcript by Mail – Go to [www.irs.gov](https://www.irs.gov), click "Get Your Tax Record." Click "Get Transcript by Mail." Make sure to request the "Return Transcript" and **NOT** the "Account Transcript." The transcript is generally received within 10 business days from the IRS's receipt of the online request.
- Get Transcript Online – Go to [www.irs.gov](https://www.irs.gov), click "Get Your Tax Record." Click "Get Transcript Online." Make sure to request the "Return Transcript" and **NOT** the "Account Transcript." To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.
- Automated Telephone Request – 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
- Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.

If the student and spouse filed separate 2022 IRS income tax returns, the IRS DRT cannot be used and the **2022 IRS Tax Return Transcript(s) and W2 forms or a signed copy of the 2022 income tax return, applicable schedules, and all W2 forms** must be provided for each.

\_\_\_\_\_ Check here if a **2022 IRS Tax Return Transcript(s) or a signed copy of the 2022 income tax return and applicable schedules** is provided. (Include all W2 forms)

\_\_\_\_\_ Check here if a **2022 IRS Tax Return Transcript(s) or a signed copy of the 2022 income tax return and applicable schedules** will be provided later. (Include all W2 forms.)

Verification of 2022 Income Information for  
**Parent Tax Filers-Dependent Student**

**Important Note:** The instructions below apply to each parent included in the household. Notify the financial aid office if the parents filed separate IRS income tax returns for 2022 or had a change in marital status after December 31, 2022.

**Instructions:** Complete this section if the parents filed or will file a 2022 IRS income tax return(s). *The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at [FAFSA.gov](https://fafsa.gov).* In most cases, no further documentation is needed to verify 2022 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed.

**Check the box that applies:**

- The parents have used the IRS DRT in *FAFSA on the Web* to transfer 2022 IRS income tax return information into the student's FAFSA.
- The parents have not yet used the IRS DRT in *FAFSA on the Web*, but will use the tool to transfer 2022 IRS income tax return information into the student's FAFSA.
- The parents are unable or choose not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the institution with a **2022 IRS Tax Return Transcript(s) or a signed copy of the 2022 income tax return and applicable schedules.**

A **2022 IRS Tax Return Transcript** may be obtained through:

- Get Transcript by Mail – Go to [www.irs.gov](https://www.irs.gov), click "Get Your Tax Record." Click "Get Transcript by Mail." Make sure to request the "Return Transcript" and **NOT** the "Account Transcript." The transcript is generally received within 10 business days from the IRS's receipt of the online request.
- Get Transcript Online – Go to [www.irs.gov](https://www.irs.gov), click "Get Your Tax Record." Click "Get Transcript Online." Make sure to request the "Return Transcript" and **NOT** the "Account Transcript." To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.
- Automated Telephone Request – 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
- Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.

If the parents filed separate 2022 IRS income tax returns, the IRS DRT cannot be used and the **2022 IRS Tax Return Transcript(s) or a signed copy of the 2022 income tax return and applicable schedules** must be provided for each. (Include all W2 forms).

\_\_\_\_\_ Check here if a **2022 IRS Tax Return Transcript(s) or a signed copy of the 2022 income tax return and applicable schedules** is provided. (Include all W2 forms).

\_\_\_\_\_ Check here if a **2022 IRS Tax Return Transcript(s) or a signed copy of the 2022 income tax return and applicable schedules** will be provided later. (Include all W2 forms).

## Verification of 2022 Income Information for Individuals with Unusual Circumstances

### Individuals Granted a Filing Extension by the IRS

An individual who is required to file a 2022 IRS income tax return and has been granted a filing extension by the IRS beyond the automatic six-month extension for tax year 2022, must provide:

- A signed statement listing the sources of any 2022 income and the amount of income from each source;
- A copy of the IRS's approval of an extension beyond the automatic six-month extension for tax year 2022;
- A copy of IRS Form W-2 for each source of employment income received or an equivalent document for tax year 2022
- If self-employed, a signed statement certifying the amount of the individual's Adjusted Gross Income (AGI) and the U.S. income tax paid for tax year 2022.

Note: An individual granted a filing extension beyond the automatic six-month extension may be required to submit tax information using the IRS Data Retrieval Tool, by obtaining a transcript from the IRS, or by submitting a copy of the income tax return and the applicable schedules that were filed with the IRS that lists 2022 tax account information.

### Individuals Who Filed an Amended IRS Income Tax Return

An individual who filed an amended IRS income tax return for tax year 2022 must provide a signed copy of the 2022 IRS Form 1040X, "Amended U.S. Individual Income Tax Return," that was filed with the IRS or documentation from the IRS that include the change(s) made by the IRS, in addition to one of the following:

- Update income and tax information from the IRS on an ISIR record with all tax information from the original tax return;
- A **2022 IRS Tax Return Transcript** (that will only include information from the original tax return and does not have to be signed), or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified; or
- A signed copy of the 2022 IRS Form 1040 and the applicable schedules that were filed with the IRS.

### Individuals Who Were Victims of IRS Tax-Related Identity Theft

An individual who was the victim of IRS tax-related theft must provide:

- A Tax Return DataBase View (TRDBV) transcript obtained from the IRS, or if unable to obtain a TRDBV, an equivalent document provided by the IRS or a copy of the signed 2022 income tax return and applicable schedules the individual filed with the IRS; and
- A statement signed and dated by the tax filer indicating that he or she was a victim of IRS tax related identity theft and that the IRS is aware of the tax-related identity theft.

### Individuals Who Filed Non-IRS Income Tax Returns

- A tax filer who filed an income tax return with a tax authority other than the IRS may provide a signed copy of his or her income tax return that was filed with the relevant tax authority. However, if we question the accuracy of the information on the signed copy of the income tax return, the tax filer must provide us with a copy of the tax account information issued by the relevant tax authority before verification can be completed.

## II. Verification of 2022 Income Information for Student and/or Parent **Nontax Filers**

The instructions and certifications below apply to the student and spouse, if the student is married; and/or each parent included in the household (if student is dependent). Complete this section if the student and spouse and/or parent(s) will not file and are not required to file a 2022 income tax return with the IRS.

**Check the box that applies:**

- |   |  |
|---|--|
| <input type="checkbox"/> The student and spouse were not employed and had no income earned from work in 2022. | <input type="checkbox"/> The student and/or spouse and/or one or both Parents, were employed in 2022 and have listed below the names of all employers, the amount earned from each employer in 2022, and whether an IRS W-2 form (or equivalent) is provided. [Provide copies of all 2022 IRS W-2 forms issued to the student and spouse by their employers]. List every employer even if the employer did not issue an IRS W-2 form |
| <input type="checkbox"/> Neither parent were employed nor had no income earned from work in 2022.             |  |

If more space is needed, provide a separate page with the student's name and ID number at the top.

Employer's Name	IRS W-2 or an Equivalent Document Provided?	Annual Amount Earned in 2022
<i>Suzy's Auto Body Shop (example)</i>	<b>YES</b>	<i>\$4500.00</i>
<i>Total Amount of Income Earned from Work:</i>	*****	\$

Provide a signed and dated statement certifying that the individual has not filed and is not required to file a 2022 income tax return, as well as the sources of 2022 income earned from work and the amount of income from each source.

- \_\_\_\_\_ Check here if non-filing statement is signed and dated.  
 \_\_\_\_\_ Check here if non-filing statement will be provided later.

### Certifications and Signatures

Each person signing below certifies that all of the information reported is complete and correct. The student and one parent whose information was reported on the FAFSA must sign and date.

Print Student's Name	MCC Student ID or SSN
Student's Signature	Date
Spouse's Signature if Independent and married	Date
Parent's Signature if Dependent	Date

### III. Number of Household Members and Number in College

**INDEPENDENT STUDENT Family Size** - Includes the following:

- The student.      ▪ The student’s spouse, if applicable.
- The student’s dependent children if the following are true:
  - o They live with the student (or live apart because of college enrollment);
  - o They receive more than half of their support from the student; and
  - o They will continue to receive more than half their support from the student during the award year.
- Other persons if the following are true:
  - o They live with the student;
  - o They receive more than half of their support from the student; and
  - o They will continue to receive more than half their support from the student during the award year.

The provided criteria for “dependent children” or “other persons” align with the requirement that family size align with whom the student could claim as a dependent on a U.S. tax return if the student were to file a U.S tax return at the time of completing the 2024-2025 FAFSA. As a result, the student should not include any unborn children in the family size.

**If more space is needed, provide a separate page with the student’s name and ID number at the top.**

Full Name	Age	Relationship
		<i>Self</i>

**DEPENDENT STUDENT Family Size** - Includes the following:

- The student.
- The student’s parents, even if the student is not living with them. Exclude a parent who has died or is not living in the household because of separation or divorce. Include a parent who is on active duty in the U.S. Armed Forces apart from the family.
- The student’s siblings if the following are true:
  - o They live with the student’s parents (or live apart because of college enrollment),
  - o They receive more than half of their support from the student’s parents, and
  - o They will continue to receive more than half their support from the student’s parents during the award year.
- Other persons if the following are true:
  - o They live with the student’s parents,
  - o They receive more than half of their support from the student’s parents, and
  - o They will continue to receive more than half their support from the student’s parents during the award year.

The provided criteria for “dependent children” or “other persons” align with the requirement that family size align with whom the parent could claim as a dependent on a U.S. tax return if the parent were to file a U.S tax return at the time of completing the 2024-2025 FAFSA. As a result, the parent should not include any unborn children in the family size.

**If more space is needed, provide a separate page with the student’s name and ID number at the to**

Full Name	Age	Relationship
		<i>Self</i>

## Certifications and Signatures

**WARNING: If you purposely give false or misleading information you may be fined, be sentenced to jail, or both.**

Each person signing below certifies that all of the information reported is complete and correct. The student and/or one parent whose information was reported on the FAFSA must sign and date.

\_\_\_\_\_  
Print Student's Name

\_\_\_\_\_  
Student's ID Number

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature (required if dependent student)

\_\_\_\_\_  
Date

***We recommend you make a copy of this worksheet for your records.  
Submit this completed worksheet immediately to the MCC Office of Financial Aid and Veterans Affairs:***

Montgomery Community College  
1011 Page Street  
Troy, NC 27371  
Fax: 910.576.2176

Montgomery Community College provides equal opportunities to all students, employees and applicants for admission and employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex (including pregnancy), national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

If you would like for our office to correct the information on your student aid report, please read and sign the following: I agree to have my corrections sent electronically by Montgomery Community College's Office of Financial Aid and Veterans Affairs.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_  
(If Dependent Student)

# 24-25 (FERPA) Consent and Disclosure Form

Please use this form to authorize the release of your educational records/financial aid application information to a third party including parent(s).

This form must be completed by the student in person with photo identification at Montgomery Community College in the presence of an appropriate staff member. If the student is unable to do so, the form may be notarized by a Notary Public and submitted by mail to the office with which the student is directly interacting.

**This form is only valid for the current academic year.**

Name: \_\_\_\_\_  
Last First Middle Maiden

Current Mailing Address: \_\_\_\_\_  
City State Zip

MCC Student ID or SSN: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Under Federal legislation, namely the Family Educational Rights and Privacy Act of 1974, I understand that my education records cannot be released without my written permission or completion of Parental Affidavit of Dependency and Request for Academic Information form by my parent or guardian. Please use this for to authorize the release of your academic records information to a third party. **This form is only valid for the current academic year.**

**Section One:** As an applicant/current/former MCC student, I voluntarily authorize the release of the following academic record information to the person or agency listed below:

**I.** Type of information to be disclosed:

Attendance, Billing, Conduct, Educational/Academic Records, Financial Aid/Veterans Affairs Records; **(Current Academic Year)**

Other (please specify): \_\_\_\_\_

**II.** Name and address of person or agency to receive information

(Please note MCC will not release any information over the phone and photo id must be presented in person):

Name: \_\_\_\_\_ Relationship to Student \_\_\_\_\_

Address: \_\_\_\_\_

Email Address (Optional): \_\_\_\_\_

**Section Two:** Signature Authorization

Under penalty of perjury my signature below affirms that the information provided above is true and accurate to the best of my knowledge.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**If not completed in the presence of a MCC Student Services representative, then notarization is required:**

On this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, personally appeared before me, the said named \_\_\_\_\_ known to me to be the person described in and who executed the foregoing instrument and acknowledged that he/she executed the same and being duly sworn by me, made oath that the statements in the foregoing instrument are true.

\_\_\_\_\_  
Signature of Notary Public Commission expires: \_\_\_\_\_

Signature \_\_\_\_\_  
Date \_\_\_\_\_

**For Office Use Only**

Complete below if the student signed this form and provided valid picture identification to a FAO representative.

FAO Representative (print name) \_\_\_\_\_ Date \_\_\_\_\_

*We recommend you make a copy of this worksheet for your records.*

**Submit this completed worksheet immediately to the MCC Office of Financial Aid and Veterans Affairs** FERPA2024