



Student Financial Aid Office
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 Hagerstown, MD 21742
 finaid@hagerstowncc.edu
 FAX: 301-791-9165

2018-2019 Student/Spouse Income Statement

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

Student Name _____ HCC ID# _____
 Last First MI

Section One: Select if you are a dependent or independent student:

- Dependent –Go to **Section Two**. Independent –Go to **Section Three**.

Section Two: Dependent Student

Select **ONE** option below that describes your 2016 income as stated on the 2018-2019 FAFSA:

1. You did not work/did not receive unemployment and did not/will not file taxes in 2016. **Go to Section Four once this option is checked.**
2. You worked or received unemployment in 2016, BUT did not receive income over the IRS filing limits AND DID NOT/WILL NOT FILE. List all earned income in the boxes below. Submit all W2s/1099's for 2015 WITH THIS FORM. **Go to Section Four once this is completed.**

Did you receive income **NOT** reported on a W2? Yes No

If yes, list that income below with the sources and amounts of income earned. Use separate sheet if needed.

Source of income or Employer Name on W2	2016 Earned Income
	\$
	\$
	\$

3. You imported tax information directly into the FAFSA by using the IRS Data Retrieval. If you have not yet used this option and would like to, please follow the directions below:

DIRECTIONS: To use the Data Retrieval:

- Go to <https://fafsa.ed.gov> and select "Make a correction"; Log-in using FSA ID and password
- Under "Financial Information" tab select that you have already filed
- Use Link to IRS and transfer tax information into your FAFSA.
- Sign & Submit your FAFSA

Sign the bottom of this form and submit to HCC Financial Aid Office after waiting one week. This will allow time for the correction to come to us.

4. You are submitting IRS Tax Return Transcripts OR Signed IRS Tax Returns for the 2016 tax year. **Go to Section Four once this option is completed.**

DIRECTIONS: To order a tax return transcript

Get Transcript by MAIL – Go to www.irs.gov, under the Tools heading, click "Get a tax transcript." Click "Get Transcript by MAIL." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript." This takes 5 to 10 days

Get Transcript ONLINE – Go to www.irs.gov, under the Tools heading, click "Get a tax transcript." Click "Get Transcript ONLINE." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript."

Section Three: Independent Student

Select **ONE** option below that describes your 2016 income as stated on the 2018-2019 FAFSA:

1. You (and/or your spouse) did not work and did not receive unemployment in 2016 and did not file taxes in 2016. If you check this option, a **Verification of Non-Filing letter from the IRS is required. Go to Section Four once this option is completed.** Please follow the directions below to order the letter.

DIRECTIONS: To order a verification of non-filing letter

Get Transcript by MAIL – Can be obtained by from the IRS using Form 4506-T and checking Box 7. Be sure to list Year or period requested as 12/31/2016. This takes 5 to 10 days.

If you attempted to obtain a Verification of Non-Filing Letter from the IRS but you were unable to obtain the required documentation, check here

2. You (and/or your spouse) worked or received unemployment in 2016, BUT did not receive income over the IRS filing limits AND DID NOT/WILL NOT FILE. List all earned income in the boxes below. Submit all W2s/1099's for 2015 WITH THIS FORM. If you check this option, a **Verification of Non-Filing letter from the IRS is required, please see above for ordering this. Go to Section Four once this option is completed.**

Did you receive income **NOT** reported on a W2? Yes No

If yes, list that income below with the sources and amounts of income earned. Use separate sheet if needed.

Source of income or Employer Name on W2	2016 Earned Income
	\$
	\$
	\$

3. You (and/or your spouse) imported tax information directly into the FAFSA by using the IRS Data Retrieval. If you have not yet used this option and would like to, please follow the directions below:

DIRECTIONS: To use the Data Retrieval:

- Go to <https://fafsa.ed.gov> and select "Make a correction"; Log-in using FSA ID and password
- Under "Financial Information" tab select that you have already filed
- Use Link to IRS and transfer tax information into your FAFSA.
- Sign & Submit your FAFSA

Sign the bottom of this form and submit to HCC Financial Aid Office after waiting one week. This will allow time for the correction to come to us.

4. You (and/or your spouse) are submitting IRS Tax Return Transcripts OR Signed IRS Tax Returns for the 2016 tax year. **Go to Section Four once this option is checked.**

DIRECTIONS: To order a tax return transcript

Get Transcript by MAIL – Go to www.irs.gov, under the Tools heading, click "Get a tax transcript." Click "Get Transcript by MAIL." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript." This takes 5 to 10 days

Get Transcript ONLINE – Go to www.irs.gov, under the Tools heading, click "Get a tax transcript." Click "Get Transcript ONLINE." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript."

Section Four: Sign

By Signing this form you are certifying that all the information reported on it is complete and correct.

Student Signature

Date

Office Use Only: IRS DRT CODE _____ Initials _____ Income listed? Yes ___ No ___
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