



Student Financial Aid Office
 11400 Robinwood Drive
 Hagerstown, MD 21742
 finaid@hagerstowncc.edu
 FAX: 301-791-9165

2018-2019 Parent 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

Select the ONE option that describes your Parent’s 2016 income as stated on the 2018-2019 FAFSA:

1. Your parent(s)/step-parent 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**. 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. Your parent(s)/step-parent 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 a Verification of non-filing letter AND all W2s/1099’s for 2016 WITH THIS FORM.

Did you (and/or your spouse) receive income **NOT** reported on a W2? Yes No

If yes, also 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. Your parent(s)/step-parent 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

Wait one week, then sign the bottom of this form and submit to HCC Financial Aid Office. This will allow time for the correction to come to us.

See 4th Option, next page

4. Your parent(s)/step-parent are submitting IRS Tax Return Transcripts OR signed IRS Tax Returns for the 2016 tax year. *If your parents are married but filed separately, either transcripts or returns are required for both parents.*

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."

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

Parent Signature

Date

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