

2020-2021
Income Statement –
Parent(s)



Student Financial Aid Office
11400 Robinwood Drive
Hagerstown, MD 21742

Phone: 240-500-2473
finaid@hagerstowncc.edu
FAX: 301-791-9165

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 2018 income as stated on the 2020-2021 FAFSA:

1. Your parent(s)/step-parent did **not** work and did **not** receive unemployment in 2018. If you check this option, a **Verification of Non-Filing letter or a Tax Return Transcript (it will say you did not file) from the IRS is required.** Please follow the directions below.

DIRECTIONS: To order a Non-filing Letter or Tax Return Transcript (will say that you did not file)

Get Transcript ONLINE – Go to www.irs.gov, click "Get Your Tax Record", then click "Get Transcript Online" or "Get Transcript by Mail." **Online may be only option. Check irs.gov.**

Get Transcript by MAIL – Can be obtained from the IRS using Form 4506-T and checking Box 7. Be sure to list Year or period requested as 12/31/2018. This takes 5 to 10 days.

If your parent(s) attempted to obtain a Verification of Non-Filing Letter from the IRS but they were unable to obtain the required documentation, check here

2. Your parent(s)/step-parent worked or received unemployment in 2018, 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 2018 WITH THIS FORM. **A Verification of Non-Filing letter or a Tax Return Transcript (it will say you did not file) from the IRS is required. Please follow the Directions below.**

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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	Earned Income
	\$
	\$

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3. Your parent(s)/step-parent imported tax information directly into the FAFSA by using the IRS Data Retrieval Tool. If you did not use this option and would like to, please follow the directions below:

DIRECTIONS: To use the IRS Data Retrieval Tool at Studentaid.gov

1. Under Apply for Aid near the top, click "Complete the FAFSA Form"
2. Log In using the Student's User Name and Password, make updates to the 2020-2021 FAFSA only
3. Under Parent Financials, use the "Link to IRS" to transfer tax information into the FAFSA
4. Sign and Submit the FAFSA

Sign and date (parent signature and date) and submit this form to the HCC Student Financial Aid Office after waiting one week. This will allow time for the update to be received.

4. Your parent(s)/step-parent are submitting IRS Tax Return Transcripts **OR** Signed IRS Tax Returns **and all applicable schedules (Schedule 1, 2, 3)** for the 2018 tax year. *If your parents are married but filed separately, both transcripts/returns are required.*

DIRECTIONS: To order a 2018 tax return transcript

Get Transcript ONLINE – Go to www.irs.gov, click "Get Your Tax Record", then click "Get Transcript ONLINE." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript." **Online may be the only option. Check irs.gov.**

Get Transcript by MAIL – Go to www.irs.gov, "Get Your Tax Record," then click "Get Transcript by MAIL." 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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