

2021-2022  
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 2019 income as stated on the 2021-2022**

**FAFSA:**

1. Your parent(s)/step-parent did **not** work and did **not** receive unemployment in 2019. 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 12/31/2019. This takes 5 to 10 days. ***If this option does not work, please contact our office and we will assist you.***

**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 2019, 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 2019 WITH THIS FORM. **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.

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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
	\$
	\$
	\$

**CONTINUED ON NEXT PAGE**

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 on the next page:

**DIRECTIONS: To use the Data Retrieval:**

1. Go to <https://fafsa.ed.gov> and select "Make a correction"; Log-in using FSA ID and password
2. Under "Financial Information" tab select that you have already filed
3. Use Link to IRS and transfer tax information into your FAFSA.
4. 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.

4. Your parent(s)/step-parent are submitting IRS Tax Return Transcripts **OR** Signed IRS Tax Returns **and all applicable schedules** for the 2019. *If your parents are married but filed separately, both transcripts/returns are required.* **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](http://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](http://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

**No electronic signature will be accepted**

\_\_\_\_\_  
Date

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