



**C. Dependent Student's Income Information to Be Verified**

1. TAX RETURN FILERS—

- Check here if you are attaching a 2016 IRS Federal Tax Return Transcript.  
Instructions to request an IRS Federal Tax Return Transcript provided at the following link - <http://www.irs.gov/Individuals/Get-Transcript>

Not required for all students. Please check [NETPARTNER](#) on My.Montcalm.edu to see if MCC needs a signed 2016 IRS Federal Tax Return from you/your parents.

- Check here if you are filing an amended 2016 IRS tax return.
- Check here if you used the FAFSA IRS Data Retrieval.
- Check here if you were granted a 2016 tax filing extension and will file a 2016 IRS income tax return.  
\*Attach a copy of a 2016 IRS Form 4868, application for automatic extension of time to file U.S. Individual Income Tax Return. AND  
\*Attach a copy of the IRS approval of an extension beyond the automatic six month extension. AND  
\*Complete Non Tax Filers section below and submit copies of 2016 W2s. If self employed, list your 2016 AGI and U.S. income tax paid. AND  
\*Attach an IRS Verification of Non-filing Letter dated on or after October 1, 2017 that indicates a 2016 IRS income tax return was not filed with the IRS. OR  
 \*Check here if you attempted to obtain the IRS Verification of Nonfiling from the IRS or other tax authorities and was unable to obtain the required documentation.

2. NON TAX FILERS—

- Check here if you will not file and are not required to file a 2016 U.S. Federal Income Tax Return.

If you did not file and are not required to file a 2016 U.S. Federal Income Tax Return, list your employer(s) and any income received in 2016. *List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student's name and ID number at the top.*

\*Tax Transcript is not required, document will be waived upon receipt of this verification worksheet\*

(NON TAX FILERS ONLY)	Employer's Name	2016 Amount Earned
<i>Suzy's Auto Body Shop (example)</i>		<i>\$2,000.00(example)</i>

- Attach 2016 W2s for Non Tax Filers.

**D. Parent's Income Information to Be Verified**—Note: If two parents were reported in Section B of this worksheet, the instructions and certifications below refer and apply to both parents.

1. TAX RETURN FILERS—

- Check here if you are attaching a 2016 IRS Federal Tax Return Transcript.  
Instructions to request an IRS Federal Tax Return Transcript provided at the following link - <http://www.irs.gov/Individuals/Get-Transcript>

Not required for all students. Please check [NETPARTNER](#) on My.Montcalm.edu to see if MCC needs a signed 2016 IRS Federal Tax Return Transcript from student/parents.

- Check here if you are filing an amended 2016 IRS tax return.
- Check here if you used the FAFSA IRS Data Retrieval.

**E. Parent's Income Information to Be Verified –**

- Check here if you were granted a 2016 tax filing extension and will file a 2016 IRS income tax return.
  - \*Attach a copy of a 2016 IRS Form 4868, application for automatic extension of time to file U.S. Individual Income Tax Return. AND
  - \*Attach a copy of the IRS approval of an extension beyond the automatic six month extension. AND
  - \*Complete Non Tax Filers section below and submit copies of 2016 W2s. If self employed, list your 2016 AGI and U.S. income tax paid. AND
  - \*Attach an IRS Verification of Non-filing Letter dated on or after October 1, 2017 that indicates a 2016 IRS income tax return was not filed with the IRS. OR
  - \*Check here if you attempted to obtain the IRS Verification of Nonfiling from the IRS or other tax authorities and was unable to obtain the required documentation.

**3. NON TAX FILERS—**

- Check here if you will not file and are not required to file a 2016 U.S. Federal Income Tax Return.

If you did not file and are not required to file a 2016 U.S. Federal Income Tax Return, list your employer(s) and any income received in 2016. *List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student's name and ID number at the top.*

\*Tax Transcript is not required, document will be waived upon receipt of this verification worksheet\*

(NON TAX FILERS ONLY)	Employer's Name	2016 Amount Earned
	<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00(example)</i>

- Attach 2016 W2s for Non Tax Filers.
- Attach an IRS Verification of Non-filing Letter dated on or after October 1, 2017 that indicates a 2016 IRS income tax return was not filed with the IRS. OR
- Check here if you attempted to obtain the IRS Verification of Nonfiling from the IRS or other tax authorities and was unable to obtain the required documentation.

**F. Certification and Signatures**

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. The student and one parent must sign and date.

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature (Required for Dependent Students)

\_\_\_\_\_  
Date

*Submit this worksheet to the financial aid administrator at Montcalm Community College. You should make a copy of this worksheet for your records.*

**Montcalm Community College**  
**Financial Aid Office**  
**2800 College Drive**  
**Sidney, MI 48885**  
**Phone: 989-328-1205**  
**Fax: 989-328-1203**