



**FINANCIAL AID OFFICE**  
**2018-2019 Student Non-Tax Filer Worksheet**

**Student ID # \***

**Student Name**

**(Last Name, First Name)**

\* For new students, the Student ID# can be found on the Financial Aid Award Letter.

Complete this form and return it to the Financial Aid Office. Financial aid regulations require that we complete verification before processing federal student aid. To verify that you provided correct information, we will compare your FAFSA with the information on this verification document and with any other required documents. If there are differences, your FAFSA may need to be corrected. **Incomplete forms will not be accepted.**

**STEP 1:** If the student did not file a 2016 Federal IRS Tax Return, please complete the chart below and **provide the documentation requested**.

1. **List the employers and other sources of income received in 2016** including the amount of money received from each employer. **If you did not work, list none in the name of employer box.**
2. For each employer listed below, provide a **copy of the 2016 IRS W-2** received. If you do not have a copy of one or more W-2 forms from the employer, you can request a 2016 Wage and Tax Transcript directly from the IRS. You can [request the transcript online](#), or in person at a local IRS office.

Name of Employer / Source of Income	Amount of Earnings in 2016	W-2 Attached (mark "X")
1)		
2)		
3)		
4)		

*If more space is needed, please attach a separate page that includes the student's name and ID number at the top.*

*By signing this form, I certify that all the information reported is complete and correct. I understand that if I purposely give false or misleading information on this form, I may be fined, sentenced to jail, or both. I understand that McDaniel College, Financial Aid Office is authorized to make changes to my FAFSA based on the information I report on this form.*

\_\_\_\_\_  
**Student Signature (handwritten, not typed)**

Date \_\_\_\_\_

*This form contains personally identifiable information.*

**Financial Aid Office** 2 College Hill • Westminster, MD 21157 • 410-857-2233 (Voice) • 410-386-4608 (Fax)