

Your 2026-27 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding federal student aid, we may ask you to confirm the information you reported on your FAFSA using this worksheet and other required documents. If there are differences, your FAFSA information may need to be corrected. You (and spouse, if married) whose information was reported on the FAFSA must complete and sign this worksheet, attach any required documents, and submit them to us.

A. Student Information	
Name:	942#
Address:	Email
City, State, Zip:	Phone Number

B. Family Size
<p>Family size includes the following:</p> <ul style="list-style-type: none"> <li>• The student (and spouse, if applicable)</li> <li>• The student and/or spouse's dependent children if the following are true: <ul style="list-style-type: none"> <li>○ They live with the student (or live apart because of college enrollment);</li> <li>○ They receive more than half of their support from the student; and</li> <li>○ They will continue to receive more than half of their support from the student during the award year (July 1, 2026 through June 30, 2027).</li> </ul> </li> <li>• Other persons if the following are true: <ul style="list-style-type: none"> <li>○ They live with the student;</li> <li>○ They receive more than half of their support from the student; and</li> <li>○ They will continue to receive more than half of their support from the student during the award year (July 1, 2026 through June 30, 2027).</li> </ul> </li> </ul>

Full Name	Age	Relationship
		<i>SELF</i>

❖ If you need additional space, attach a separate page with your name and MCTC ID# at the top.

C. Student Income Information		
<p><b>Note:</b> The section below applies to both the student and/or spouse if married, and whether married filing jointly or separately. Check the boxes that apply:</p> <p><input type="checkbox"/> You and/or your spouse filed a federal income tax return for 2024 (IRS form 1040 and applicable schedules).</p> <p><input type="checkbox"/> The student and/or spouse was not employed and had not income earned from work in 2024.</p> <p><input type="checkbox"/> The student and/or spouse were employed in 2024, and have listed below the names of all employers, the amount earned from each employer in 2024, as well as a copy of applicable 2024 IRS W-2 forms.</p>		
Employer's Name	IRS W-2 or an Equivalent Document Provided?	Annual Amount Earned in 2024
<b>Total Amount of Income Earned from Work</b>		<b>\$</b>

❖ If you need additional space, attach a separate page with your name and MCTCID# at the top.

## Tax Return Transcript AND Verification of Non-filing from the IRS

**Important Note:** The instructions below apply to student and/or spouse. In addition, please notify the financial aid office if the student and/or spouse filed separate IRS income tax returns for 2024 or had a change in marital status after December 31, 2024.

**Instructions:** If the student and/or spouse filed or will file a 2024 IRS income tax return(s), please note that as part of federal student aid eligibility, students, and spouses (as appropriate), will be required to consent and approve sharing and importing income and tax information from the IRS to the FAFSA form, even if the attempt to obtain or use such data is ineffective. In other words, if the student and spouse (as appropriate) filed separate 2024 IRS income tax returns, both must provide consent and approval to share and import income and tax information from the IRS. In most cases, no further documentation is needed to verify 2024 income information that was transferred into the student's FAFSA using income and tax information directly from the IRS.

If 2024 income tax return information for the student (or spouse, if applicable) was not available or could not be used, the student should provide the institution with a 2024 IRS Tax Return Transcript(s) or a signed copy of the 2024 income tax return and applicable schedules.

A 2024 IRS Tax Return Transcript may be obtained through:

- **Get Transcript by Mail** – Go to [www.irs.gov](http://www.irs.gov), click “*Get Your Tax Record*” and then click “*Get Transcript by Mail*.” -Make sure to request the “*Return Transcript*” and NOT the “*Account Transcript*.” The transcript is generally received within 10 business days from the IRS's Receipt of the online request.
- **Get Transcript Online** – Go to [www.irs.gov](http://www.irs.gov), click “*Get Your Tax Record*” and then click “*Get Transcript Online*.” -Make sure to request the “*Return Transcript*” and NOT the “*Account Transcript*.”
  - To use the Get Transcript Online tool, the user must have (1) Access to a valid email address, (2) a text-enabled mobile phone in the user's name (pay-as-you-go plans cannot be used), and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.
- **Automated Telephone Request** – 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
- **Paper Request Form** – IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.

Signing this form certifies all information reported on both pages is complete and correct. The student and at least one parent must sign and date. **WARNING:** If you purposely give false or misleading information on this worksheet, you may be fined, sentenced to jail, or both.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse Signature

\_\_\_\_\_  
Date

Submit to:

Mountwest CTC – Financial Aid Office  
One Mountwest Way – Suite 101U  
Huntington, WV 25701  
email: [ofa@mctc.edu](mailto:ofa@mctc.edu) \*

❖ Please see [Instructions](#) for encrypting your information: <http://www.mctc.edu/wp-content/uploads/2017/02/Zip-and-Encrypt-a-File.pdf>