

Nashua Community College – Financial Aid Office

505 Amherst Street Nashua, NH 03063

◆ Office hours M-Th:8:00am-6:00pm and Fri:8:00am-4:30pm ◆

Tel: (603) 578-8903 Fax: (603) 883-1636

2013-2014 Request for Consideration of Special Circumstances

A student may request consideration for special circumstances if he/she has a situation that is unusual and not common to all, for example, loss of income or exceptionally high medical costs. In order to process the request, we will need to confirm the income information for 2012 and then calculate the estimated income for 2013. The student must provide the following documentation for the request to be considered:

DEPENDENT STUDENTS

- Provide a detailed statement from you, the student, outlining the special circumstances.
- 2013-2014 Verification Worksheet

To confirm income for 2012 for your parent and you, we will need the following:

- Provide a copy of your parent's and your 2012 Federal Income Tax Transcript (See back for how to request your transcript OR if you or your parent did not file a federal tax return, provide the 2012 W2 form(s))

If the circumstances involve a student or parent losing employment, please provide the following for the person who lost employment:

- Copy of severance package (if severance was received)
- Copy of last paystub for the lost job
- Copy of last four (4) paystub for any other job
- Copy of unemployment benefits received in 2013

If the circumstances involve loss of child support, please provide documentation showing when child support ended and amount received for 2013.

INDEPENDENT STUDENTS

- Provide a detailed statement from you, the student, outlining the special circumstances.
- 2013-2014 Verification Worksheet

To confirm income for 2012 for you (and your spouse, if applicable), we will need the following:

- Provide a copy of your (and your spouse, if applicable) 2012 Federal Income Tax Transcript (See back for how to request your transcript).

OR if you (or your spouse, if applicable) did not file a federal tax return, provide your 2012 W2 form(s)

If the circumstances involve a student (or spouse) losing employment, please provide the following for the person who lost employment:

- Copy of severance package (if severance was received)
- Copy of last paystub for the lost job
- Copy of last four (4) paystub for any other job
- Copy of unemployment benefits received in 2013

If the circumstances involve loss of child support, please provide documentation showing when child support ended and amount received for 2013.

STUDENT NAME: _____ NCC ID: _____

SIGNATURE (student): _____ DATE: _____

SIGNATURE (parent): _____ DATE: _____

(If Dependent student)

IRS Tax Return Transcript Request Process

Tax filers can request a transcript, free of charge, of their 2012 tax return from the IRS in one of three ways.

- Please be sure to request a **“IRS Tax Return Transcript”** and not the IRS Tax Account Transcript

Online Request

- Available on the IRS Web site at www.irs.gov
- In the **Online Services** section of the homepage click “Order a Tax Return or Account Transcript”
- Click “Order a Transcript”
- Enter the tax filer’s Social Security Number, date of birth, street address, and zip code. Use the address currently on file with the IRS.
 - Generally this will be the address that was listed on the latest tax return filed. However, if an address change has been completed through the US Postal Service, the IRS may have the updated address on file.
- Click “Continue”
- In the **Type of Transcript** field, select “Return Transcript” and in the **Tax Year** field, select “2012”.
- Tax filers can expect to receive a paper IRS Tax Return Transcript at the address included in their online request, within 5 to 10 days from the time the on-line request was successfully transmitted to the IRS.
- **NOTE:** IRS Tax Return Transcripts requested online cannot be sent directly to a third party by the IRS.

Telephone Request

- Available from the IRS by calling 1-800-908-9946
- Tax filers must follow prompts to enter their social security number and the numbers in their street address.
 - Generally this will be numbers of the street address that was listed on the latest tax return filed. However, if an address change has been completed through the US Postal Service, the IRS may have the updated address on file.
- Select **“Option 2”** to request an IRS Tax Return Transcript and then enter **“2012”**.
- Tax filers can expect to receive a paper IRS Tax Return Transcript at the address that was used in their telephone request, within 5 to 10 days from the time the IRS receives the request.
- **NOTE:** IRS Tax Return Transcripts requested by telephone cannot be sent directly to a third party by the IRS.

Paper Request Form – IRS Form 4506T-EZ

- Download at <http://www.irs.gov/pub/irs-pdf/f4506tez.pdf>
- Complete lines 1 – 4, following the instructions on page 2 of the form. Note that line 3 should be the most current address as filed with the IRS. It is the address where the IRS Tax Return Transcript will be sent.
 - If the address has recently changed, include the address listed on the latest tax return filed on Line 4. However, if an address change has been completed through the US Postal Service, the IRS may have the updated address on file.
- Line 5 provides tax filers with the option to have their IRS Tax Return Transcript mailed directly to a third party by the IRS. **PLEASE DO NOT USE THIS LINE ON THE FORM!**
- On line 6, enter “2012” to receive IRS tax information for the 2012 tax year.
- The tax filer (or spouse if requesting information from a joint tax return) must sign and date the form and enter their telephone number. Only one signature is required to request a transcript for a joint return.
- Mail or fax the completed IRS Form 4506T-EZ to the appropriate address (or FAX number) provided on page 2 of Form 4506T-EZ.
- Tax filers can expect to receive their transcript within 5 to 10 days from the time the IRS receives and processes their signed request.
 - **NOTE:** Processing form 4506T-EZ means verifying/validating the information provided on the form. If any information does not match the IRS records, the IRS will notify the tax filer that it was not able to provide the transcript.