

## Nashua Community College – Financial Aid Office

505 Amherst Street Nashua, NH 03063

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

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

### 2013-2014 Request for Dependency Override

There are unusual circumstances that can allow for the financial aid office to consider a dependent student to be independent for the purposes of determining student aid eligibility: *Unusual circumstances include an abusive family environment, neglect, or abandonment.*

The following do not constitute unusual circumstances: parent(s) refuse to contribute towards the student's education; parent(s) are unwilling to provide information for the FAFSA or the verification process; parent(s) do not claim the student as a dependent on their taxes; or student demonstrates total self-sufficiency.

If, after reading the above, you believe you should be considered an independent student please submit this request along with the following:

- A Statement from you, the student, providing the following:
  - Detailed description of the unusual circumstances that would make you an independent student;
  - The last time your parents provided support to you;
  - How you are now supporting yourself.
  
- A signed letter on letterhead from a member of the clergy, social worker, psychologist, high school counselor, teacher, doctor, or other professional stating his/her detailed knowledge of your situation.
  
- A signed letter from an adult such as a family friend, adult extended family member, or employer stating his/her detailed knowledge of your situation.
  
- 2013-2014 Verification Worksheet
  
- Either use the IRS Data Retrieval Tool in FAFSA on the web to retrieve and transfer 2012 IRS income information into your FAFSA if you have not already done so  
OR  
Provide a copy of your 2012 Federal Income Tax transcript (See back for how to request your transcript)  
OR  
If you did not and were not required to file a federal tax return, provide your 2012 W2 form(s)
  
- If the income reported on your 2012 taxes was below \$9,750 or you did not file a 2012 federal tax return then you must complete the 2013-2014 Means of Support Worksheet.

STUDENT NAME: \_\_\_\_\_ NCC ID: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## 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](http://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.