



## 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

### 2014-2015 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 2013 and then calculate the estimated income for 2014. 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.
- 2014-2015 NCC Verification Worksheet

*To confirm income for 2013 for your parent and you, we will need the following:*

- Provide a copy of your parent's and your 2013 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 2013 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 in 2014)
- Copy of last paystub for the lost job, if lost in 2014
- Copy of last four (4) paystub for any other job in 2014
- Copy of unemployment benefits received in 2014

*If the circumstances involve loss of child support, please provide documentation showing when child support ended and amount received for 2014.*

#### **INDEPENDENT STUDENTS**

- Provide a detailed statement from you, the student, outlining the special circumstances.
- 2014-2015 NCC Verification Worksheet

*To confirm income for 2013 for you (and your spouse, if applicable), we will need the following:*

- Provide a copy of your (and your spouse, if applicable) 2013 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 2013 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 in 2014)
- Copy of last paystub for the lost job, if lost in 2014
- Copy of last four (4) paystub for any other job in 2014
- Copy of unemployment benefits received in 2014

*If the circumstances involve loss of child support, please provide documentation showing when child support ended and amount received for 2014.*

I/we certify that the information about my/our special circumstance is complete and correct. By signing this form, I/we certify that all of the information reported to qualify for Federal Student Aid is complete and correct. If I receive financial aid based on false or misleading information, I will be required to return the funds.

STUDENT NAME: \_\_\_\_\_

NCC ID: \_\_\_\_\_

STUDENT SIGNATURE: \_\_\_\_\_

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

PARENT SIGNATURE: \_\_\_\_\_  
(If Dependent student)

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

# IRS Tax Return Transcript Request Process

Tax filers can request a transcript, free of charge, of their “**2013**” 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 **Tools** section of the homepage click “**Get Transcript for my Tax Records**”
- Click “**Get Transcript Online**”
- Create an Account

(Step 1) Name and Email Address

(Step 2) Enter confirmation code that was emailed to you

(Step 3) Personal information (name, email, social security, date of birth, filing status, address)

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.

**Note: Please select the checkbox before clicking on the “continue button”**

(Step 4) Answer questions that will validate your identity

(Step 5) Click “Higher Education/Student Aid” and choose transcript year (**2013**)

(Step 6) Print

If you are unable to retrieve your tax transcript using this method, click on “Get Transcript by Mail” and follow instructions below:

- 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 “**2013**”.
- 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 “**2013**”.
- 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.

## In Person

- The IRS office is located at:

410 Amherst Street	
3 <sup>rd</sup> Floor Nashua, NH 03060	
603-594-8370 for hours	