



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

2014-2015 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.

- 2014-2015 Verification Worksheet

- Either use the IRS Data Retrieval Tool in FAFSA on the web to retrieve and transfer 2013 IRS income information into your FAFSA if you have not already done so
OR
Provide a copy of your 2013 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 2013 W2 form(s)

- If the income reported on your 2013 taxes was below \$10,000 or you did not file a 2013 federal tax return then you must complete the 2014-2015 Means of Support Worksheet.

I certify that the information about my dependency override is complete and correct. By signing this form, I 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: _____

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
- 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
3rd Floor Nashua, NH 03060
603-594-8370 for hours