



NCSEAA
OPPORTUNITY
SCHOLARSHIP

Income Verification Support

Opportunity Scholarship
May 2025

Need to Reach Us?

Email us from the email address listed in your MyPortal parent account. Otherwise, SEAA Staff will not be able to respond with student-level information.

Provide our Scholarship Specialists with as much information as possible in the email!

Include: Student Name(s), Parent Name, Detailed Question(s) and/or Concerns



855-330-3955



OpportunityScholarships@ncseaa.edu

Is your Contact Information Updated in MyPortal?

Need to update your email?

Need to update your mailing address?

Need to update your phone number?

Step 1: Log onto your **MyPortal** account

Step 2: To update the email address, mailing address or phone number, go to the "**My Contact Information**" section

Step 3: In "**New**" Column, enter the new email address, mailing address or phone number and click "**Save**"



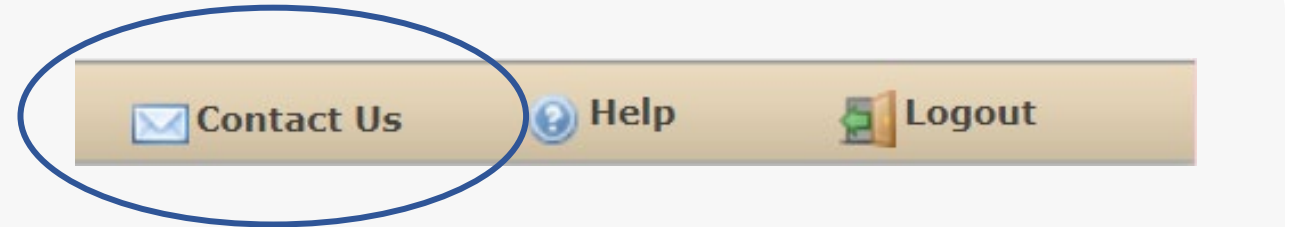
Contact Us & Help Requests

Welcome to MyPortal

Use My Portal to manage your college financial aid and K12 grants and scholarships for K12 dependents.

- ✓ To Do List
- 📁 Applications and Renewals for K-12th Grade
- 📁 Applications and Renewals for College
- 📁 School Choice
- ★ Eligibility and Award Information
- 🔍 Help Requests
- 📧 Notifications
- 👤 My Contact Information
- 👤 My Profile

Click on **HELP REQUESTS** to see a log of correspondence from you to us.



Need to reach us quickly?

Click on the **CONTACT US** button from your home screen of MyPortal to send us a secure message.

A Scholarship Specialist will typically reply the same business day!

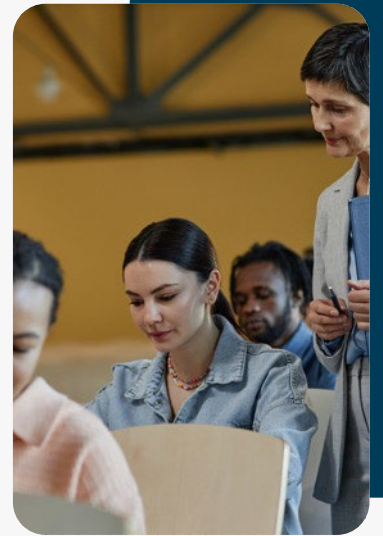


Why?

The Opportunity Scholarship is ultimately an income-based scholarship

Per statute, SEAA is required to verify income for a percentage of awardees each year

We need to ensure your student(s) are placed in their correct Award Tier based on your household's total income from the previous tax year.



What do parents need to do?

Check your MyPortal notification(s)

Login To MyPortal and look for this title:

Notification Subject

Opportunity Scholarship application selected for verification

Helpful Tip:

- Login to MyPortal weekly to review your notifications & To-Do List



MyPortal Notification

Income Verification is a two-part process. Follow the instructions and complete the task by the dates listed on your To-Do List.


Part 1 – Submit the Income Verification Worksheet









Part 2 – Submit Other Requested Documents

MyPortal To-Do List

Welcome to MyPortal

Use My Portal to manage your college financial aid and K12 grants and scholarships for K12 dependents.

 To Do List


-  Applications and Renewals for K-12th Grade
-  Applications and Renewals for College
-  School Choice
-  Eligibility and Award Information
-  Help Requests
-  Notifications
-  My Contact Information
-  My Profile

K12 Grant and Scholarship Accounts To Do List for 2025-2026

Student: Test Student (135296)

Application or Required Documentation	Receipt Date	Action Items	Due By
<input type="checkbox"/> Income Verification Worksheet		Fill Out Worksheet	06/01/2025
<input checked="" type="checkbox"/> Opportunity Scholarship Program Application	05/05/2025	Complete	

To Do List

Items with  have been received. Items with ☐ are **not received or incomplete**.



Step 1: Income Verification Worksheet

Helpful Tips:

- You will only complete one worksheet for ALL students
- Worksheets will be rejected that do not list parent and student(s)

Your 2025-2026 Opportunity Scholarship Program application has been selected for review. The North Carolina State Education Assistance Authority (SEAA) is authorized to verify information on any scholarship application from eligible students.

Please complete this form and then provide the requested documents. The SEAA cannot approve funding for the Opportunity Scholarship until the verification process has been completed. For assistance completing this form, see the [Income Verification Worksheet Guide](#).

For additional help regarding this process, see the [Income Verification Help](#).

For help with this section, see the [Income Calculator](#).
Provide the name, age, and relationship of **all** household members.

1. Start with yourself.
2. Then list all other wage earners in the household.
3. Then list the student(s) or other household members.

[illegible]

Section 2: Income Questions

For the following, please list the total annual amount received by household members in 2024. Enter zero (0) for resources not applicable to your household.

Resource	2024 Total Received
AFDC/TANF	<input type="text"/>
SSI (disability)	<input type="text"/>
Social Security Benefits	<input type="text"/>
SNAP (Food Stamps)	<input type="text"/>
WIC	<input type="text"/>
Child Support/Alimony Received	<input type="text"/>
Worker's Compensation/Unemployment	<input type="text"/>
Military/clerical housing, clothing, food allowance	<input type="text"/>
Monetary gifts from family/friends	<input type="text"/>
Miscellaneous	<input type="text"/>

Helpful Tips:

- Do NOT enter decimals, commas, or dollar signs in the boxes. Enter numbers as whole dollar amounts
Ex: \$12,651 = 12651
- Include **annual** amounts
- Enter 0 if no income is received



Step 2: Provide Income Document(s)

This task will be added immediately following the submission of the worksheet

Student: Test Student (135296)

Application or Required Documentation	Receipt Date	Action Items	Due By
<input checked="" type="checkbox"/> Income Verification Worksheet	05/06/2025	Complete	06/01/2025
<input type="checkbox"/> Opportunity Scholarship Income Documents		Provide Documents	05/27/2025
<input checked="" type="checkbox"/> Opportunity Scholarship Program Application	05/05/2025	Complete	

Your answers on the worksheet will generate the Income Documents we need from certain household members ...

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For each household member, you must answer two questions:

#1 - Did this person earn income in the previous tax year?

#2 – Did or will this person file their previous year's tax return?

YES, to
earning
income
in 2024



YES, to
filing
2024
taxes



2024
Return
Transcript

Transcripts

This page lists the transcripts currently available online. To request a transcript for a tax year not available, you must submit [Form 4506-T](#).

Customer File Number

Account Transcripts

These transcripts show changes you or the IRS made after the original return was filed, such as making estimated tax payments or filing an amended return.

Available transcripts ?

2024 Account Transcript [PDF] [EN](#) | [ES](#)
2023 Account Transcript [PDF] [EN](#) | [ES](#)
2022 Account Transcript [PDF] [EN](#) | [ES](#)
2021 Account Transcript [PDF] [EN](#) | [ES](#)

[Show more transcripts](#)

Return Transcripts

These transcripts show most line items from your Form 1040-series tax return as it was originally filed, including associated forms and schedules. Lending institutions offering mortgages often accept return transcripts.

Available transcripts ?

2024 Return Transcript [PDF] [EN](#) | [ES](#)
2023 Return Transcript [PDF] [EN](#) | [ES](#)
2022 Return Transcript [PDF] [EN](#) | [ES](#)
2021 Return Transcript [PDF] [EN](#) | [ES](#)

Wage & Income Transcripts

These transcripts show data from information returns, such as W-2s, 1098s, and 1099s reported to the IRS. The transcript may not be complete until all earnings are reported.

Available transcripts ?

2024 Wage & Income Transcript [PDF] [EN](#)
2023 Wage & Income Transcript [PDF] [EN](#)

Record of Account Transcripts

These transcripts combine the information from return and account transcripts.

Available transcripts ?

2024 Record of Account Transcript [PDF] [EN](#) | [ES](#)
2023 Record of Account Transcript [PDF] [EN](#) | [ES](#)
2022 Record of Account Transcript [PDF] [EN](#) | [ES](#)

If you are on a phone, be sure to scroll down until you see the header "Return Transcript."



YES, to
earning
income
in 2024



NO, to
filing
2024
taxes

Non-
Filer
Form

Document	Action
2024 Non Filer Form (Income Verification Document)	Fill Out Form

2025-2026 Opportunity Scholarship Program Verification of Non-Filing

Please complete this form. The SEAA cannot approve funding for the Opportunity Scholarship until the verification process has been completed.
For additional help regarding this process, see the [Income Verification Help](#).

Section 1 - Household Member Information

You indicated that Sean Shamus has 2024 income but has not filed a 2024 Federal income tax return. As the parent applicant you must fill out the following information for the above household member who has not filed and is not required to file a 2024 Federal income tax return.

Wage Earner: Sean Shamus

2024 Amount Earned	IRS W-2/1099 Issued?	Employer's Name
<input type="text"/>	<Choose One> ▼	<input type="text"/>
<input type="text"/>	<Choose One> ▼	<input type="text"/>
<input type="text"/>	<Choose One> ▼	<input type="text"/>
<input type="text"/>	<Choose One> ▼	<input type="text"/>
<input type="text"/>	<Choose One> ▼	<input type="text"/>

Section 2 - Certification

I certify that the household member listed above has not filed and is not required to file a 2024 federal income tax return. If this household member earned any income in 2024, I am providing a list of the sources of their 2024 income earned above, as well as the amount of income from each source.

I certify that all of the information reported on this Verification of Non-Filing Form is complete and accurate. I understand that misrepresentation of any of the information provided may result in repaying received funds to SEAA and may disqualify my child(ren) from receiving assistance.

☐ Yes

What Information is Needed?

- Annual Amount Earned
- Was a W2/1099 Issued (Yes/No)?
- Employer/Company Name

Helpful Tip: You do not have to fill out every row on the Non-Filer Form.

NO, to
earning
income
in 2024



NO, to
filing
2024
taxes

Basic
Necessities
Form

2025-2026 Opportunity Scholarship Program Verification of Basic Necessities Explanation

Please provide an explanation for how you sustained your household with no income in 2024 and were not required to file a 2024 tax return. The SEAA cannot approve funding for the Opportunity Scholarship until the verification process has been completed.

Explanation

You must provide a detailed explanation of how your household was sustained for the tax year (2024) on no income. You must account for how your household afforded basic necessities, including housing and food, and the amounts and sources of financial assistance your household may have received. Further detailed (itemized) information is needed.



Submit



Cancel

Helpful Tips

- Provide an itemized list of income sources with annual amounts
- [Income Guidance Document](#)
- Be as specific as possible

Let's Review

Steps to Complete Verification

There are just a few steps you must complete for income verification:



Step 1

1. Log in to your MyPortal account.

Important communications and document requests will be in your MyPortal account.



Step 2

2. Go to your To-Do List.

Navigate to your MyPortal To-Do List to find your Income Verification Worksheet.



Step 3

3. Submit your Income Verification Worksheet

Use the Interactive Income Calculator to help you complete and submit the worksheet.



Step 4

4. Submit other requested documents

Check your MyPortal To-Do list regularly for other documents that may be requested.



$$\Omega_{\check{y}\check{y}}^{\check{y}} N_{\sigma'}^{\check{y}} \cdot \Phi_{\check{y}}^{\check{y}} \leq \hat{G}^* \cap \hat{G} \cap \hat{G} N_{\sigma}$$

Opportunity Scholarship News You Can Use

[Sign up to receive our
Opportunity Scholarship Newsletter!](#)



Contact Us



www.k12.ncseaa.edu



opportunitiescholarships@ncseaa.edu



855-330-3955



We'd love to
hear from you!

Income Verification Resources

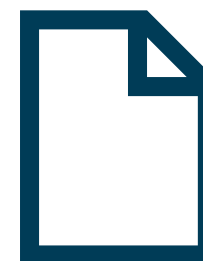


[Income Verification Main Webpage](#)

- Video Tutorial
- FAQ
- IRS Support



[Part 1: Worksheet Guide](#)



[Part 2: Income Documents \(Transcript\)](#)