

**FORM TITLE:** TAX RETURN NON-FILER

**FORM USE:** Used to verify if the student (and spouse, if applicable) and/or the student's parent(s) (if dependent student) will not file and are not required to file a 2014 income tax return with the IRS.

**INSTRUCTIONS:**

**Section A: Student Information (please print)**

1. Student's name: Last, first and middle initial.
2. Student's address: Street, city, state, and zip code.
3. Student's Social Security Number (last 4 –digits only).
4. Student's email address.
5. Student's home phone number and alternate/cell phone number.

**Section B: Income Information**

- 6a. (Student, and spouse if applicable) – Complete if the student (and spouse, if applicable) will not file an income tax return with the IRS for the previous year. Check the appropriate box and, if applicable, list all employees and record the amount earned from each employer in the previous calendar year. Attach copies of all W-2 forms issued by employers.
- 6b. (Parent – Dependent students only) - Complete if the parent will not file an income tax return with the IRS for the previous year. Check the appropriate box and, if applicable, list all employees and record the amount earned from each employer in the previous calendar year. Attach copies of all W-2 forms issued by employers.

**Section C: Signatures**

7. The student must sign and date here. If married, the spouse's signature/date is optional (unless the student filed taxes and the spouse is a non-filer or if student and spouse married after the end of the tax year). If student is a dependent, the parent that is the non-filer must sign and date. If neither parent files a tax return, both parents must sign and date.

**PROCESSING INSTRUCTIONS:**

This form is to be retained in the student's financial aid file as a verification source document. All student information and household information must be answered.

**COMMENTS:**

Verification is not complete until the form has been collected, compared to the application information and conflicting data resolved through either accuracy, tolerance, calculation or reprocessing.

## 2015–2016 Verification Tax Return Non-Filer

Your 2015–2016 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we may ask you to confirm the information you (and your parent(s) or spouse, if applicable) reported on your FAFSA. To verify that you provided correct information, the financial aid administrator at your school will compare your FAFSA with the information on this form and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You must complete and sign this form, attach any required documents, and submit the form and other required documents to the financial aid administrator at your school. Your school may ask for additional information. If you have questions about verification, contact your financial aid administrator as soon as possible so that your financial aid will not be delayed.

**A. Student's Information (please print)**

Student's Last Name	Student's First Name	Student's M.I.	Student's SSN (Last 4-digits)
Student's Street Address (include apt. no.)			Student's Email Address
City	State	Zip Code	
Student's Home Phone Number (include area code)			Student's Alternate or Cell Phone Number

**B. Income Information - Tax Return Non-Filers**

Complete this section if you, the student (and, if married, your spouse), and/or the student's parent(s) (if dependent student) will not file and are not required to file a 2014 income tax return with the IRS.

**Student (and spouse, if applicable) section. Check the box that applies:**

- The student (and, if married, the student's spouse) was not employed and had no income earned from work in 2014.
- The student (and/or the student's spouse if married) was employed in 2014 and has listed below the names of all employers, the amount earned from each employer in 2014, and whether an IRS W-2 form is attached. Attach copies of all 2014 W-2 forms issued to you (and, if married, to your spouse) by employers. *List every employer even if the employer did not issue an IRS W-2 form. If more space is needed, attach a separate page with your name and last 4-digits of your SSN at the top.*

Employer's Name	2014 Amount Earned	IRS W-2 Attached?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00</i>	<i>Yes</i>

Student's Name: \_\_\_\_\_

SSN (Last 4-digits): \_\_\_\_\_

**Parent section (Dependent students only). Check the box that applies:**

- The parent(s) was not employed and had no income earned from work in 2014.
- The parent(s) was employed in 2014 and has listed below the names of all the parent(s) employers, the amount earned from each employer in 2014, and whether an IRS W-2 form is attached. Attach copies of all 2014 W-2 forms issued to the parent(s) by employers. *List every employer even if the employer did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student's name and the last 4-digits of their SSN at the top.*

Employer's Name	2014 Amount Earned	IRS W-2 Attached?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00</i>	<i>Yes</i>

**C. Certification and Signature**

I certify that all of the information reported on this form is complete and correct.

- The student must sign this form.
- If married, the spouse's signature is optional (unless the student filed taxes and the spouse is a non-filer or if student and spouse married after the end of the tax year).
- If dependent student, the parent that is the non filer must sign.  
 If neither parent filed a tax return, both parents must sign this form.

**WARNING: If you purposely give false or misleading information on this form, you may be fined, be sentenced to jail, or both.**

\_\_\_\_\_  
 Student's Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Spouse's Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Parent's Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Parent's Signature

\_\_\_\_\_  
 Date