

**VERIFICATION OF 2016 INCOME INFORMATION FOR STUDENT NONTAX FILERS**

Student Name: \_\_\_\_\_ Campus Wide I.D.#: \_\_\_\_\_

- You (and/or your spouse) will not file a federal tax return, are not required by the IRS to file, and were not employed in 2016/had no income earned from work.
- You (and/or your spouse) will not file a federal tax return, are not required by the IRS to file, and were employed in 2016, submit:
  - Completed table (below) listing all employers and amount earned
  - W-2s or 1099s for every employer listed. If no document is available, please explain. You must list all employers even if they did not provide a document.

*Note: If you were issued a 1099 or were not issued any income documentation from your employer, you may be required to file a 2016 Federal Income Tax Return. If you earned more than \$400 in untaxed income, please complete an [IRS form Schedule C](#). If net profit from line 31 of the schedule C is more than \$400, you will be required to file taxes. If you are not required to file taxes, submit a completed IRS form Schedule C and sign and date the bottom of the form.*

Employer's Name	2016 Amount Earned	IRS W-2 Provided? If not, please explain.
<i>Al's Auto Body Shop (example)</i>	<i>\$2,000.00</i>	<i>Yes</i>

By signing below, I (we) certify that all the information reported on this worksheet is complete and correct. **WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.**

Student \_\_\_\_\_ Date \_\_\_\_\_  
 Spouse (if married) \_\_\_\_\_ Date \_\_\_\_\_

If you are an independent student (meaning you were not required to complete parent information on the FAFSA), you must also submit an IRS Verification of Non-Filing Letter. You can obtain this letter from the IRS:

- If the non-filer has their own credit card account, auto loan, home mortgage, or line of credit, use the "Get Transcript Online" option at [www.irs.gov/transcript](http://www.irs.gov/transcript).
- Any non-filer who does not have their own credit account must complete form 4506T and fax or mail it to the IRS. You cannot request this letter over the phone.