

2018-2019 Independent Student Non-Filing Statement

Section 1 – Student Information:

Last Name: _____
 First Name: _____
 Student ID: _____
 Student Telephone Number: _____
 Email Address: _____

Section 2 – Verification of 2016 Income Information for Student Nontax Filers

The instructions and certifications below apply to the student and spouse, if the student is married. Complete this section if the student and spouse will not file and *are not required* to file a 2016 income tax return with the IRS.

Check the box that applies:

- The student and/or spouse were not employed and had no income earned from work in 2016.
- The student and/or spouse were employed in 2016 and have listed below the names of all employers, the amount earned from each employer in 2016, and whether an IRS W-2 form or an equivalent document is provided. [Provide copies of all 2016 IRS W-2 forms issued to the student and spouse by their employers]. List every employer even if the employer did not issue an IRS W-2 form.

If more space is needed, provide a separate page with the student’s name and ID number at the top.

Employer’s Name	IRS W-2 or an Equivalent Document Provided?	Annual Amount Earned in 2016
<i>(Example) ABC’s Auto Body Shop</i>	Yes	<i>\$4,500.00</i>
Total Amount of Income Earned From Work		\$

Section 3 – IRS Non-Filing Statement

Independent students **must** to provide the IRS Non-Filing Statement from the IRS or other relevant tax authority dated on or after October 1, 2017 that indicates a 2016 IRS income tax return was not filed with the IRS or other relevant tax authority.

The IRS Verification of Non-Filing Letter can be obtained by using one of the following methods:

- Option 1 – Obtain a PDF version of the 2016 Verification of Non-Filing Letter for the IRS website (www.irs.gov/transcript). After completing the registration process¹ (or logging in if a returning user), select “Higher Education/Student Aid” as the reason you need a 2016 Verification of Non-Filing Letter, and then click 2016 under “Non-Filing letter” to view the document. Print and/or save the document and submit a copy to the Office of Financial Aid, with your name and Felician SID# printed at the top of the page.
- Option 2 – Complete the Request for Transcript of Tax Return (Form 4506-T). Complete Items 1-4, check the box for “Verification of Nonfiling” (Item 7), enter the year “12/31/2016” in Item 9, and sign & date at the bottom. Mail or fax the form to the address or number on Page 2. Do not enter Felician University as a third party in Item 5; the IRS Letter must be mailed directly to the individual requestor (the student).

Section 4 – Certification:

By signing this worksheet, I certify all the information reported is complete and correct to the best of my knowledge. I understand that if I purposely provide false or misleading information on this document, I am liable for the cancellation or repayment of all or part of my financial aid.

Student Signature: _____

Date: _____

Return Address and Phone Numbers:

Felician University
Office of Student Financial Services
262 South Main Street
Lodi, NJ 07644
Phone: 201-559-6010
Fax: 201-559-6025

¹ For security purposes, first-time users will need the following to register: • your social security number, date of birth, filing status, and mailing address; • access to your email account; • a mobile phone with your name on the account; • a personal account # from credit card, mortgage, home equity loan, home equity line of credit, or car loan. Individuals who do not have one of these accounts must use the option below. If the IRS is unable to process your request, you must use Option 2.