



Non Tax-Filer Verification Worksheet
Southwestern College · 2018-2019

Student's Name: _____ SSN: _____ - _____ - _____

E-Mail: _____ Phone: _____

IMPORTANT, READ THIS FIRST: Your application has been selected for a process called Verification. We are required by law to collect information to confirm the answers on your FAFSA are correct prior to making any disbursements of your financial aid. No further processing will be done until all documentation is provided.

A. Student Questions

Check correct box:

- Student was required to file a 2016 income tax return. (Place an N/A on the line below and continue to Section B.)
- Student was **NOT** required to file a 2016 income tax return. List amount earned: _____ **
** List the amount you earned in 2016 – *even if that amount is \$0.00*. **Do not leave this line blank.** Read below for the two (2) additional document requirements.
- 1) **IRS Form W-2:** Please submit copies of your IRS W2 forms. If you don't have W2's you will need to submit a signed statement of the sources of your income (if any) and amounts earned in 2016 in addition to this statement.
 - 2) **IRS Form 4506-T:** If you had income in 2016, you must also request to receive a statement of non-filing status of taxes from the IRS. You can do this by logging into irs.gov and requesting the 4506-T form. Complete questions 1-5 and then check the box on question 7. Enter 12/31/2016 on question 9 and then sign, date and mail or fax the document to the correct address as instructed on the form. You will receive a statement of non-filing within 10 days of receipt.

B. Spouse Questions *(Complete only if you have a spouse. If you do not have a spouse, place an N/A on the line below and continue to signatures.)*

Check correct box:

- Spouse was required to file a 2016 income tax return. (Place an N/A on the line below and continue to signatures.)
- Spouse was NOT required to file a 2016 income tax return. List amount earned: _____ **
** list the amount you earned in 2016 – *even if that amount is \$0.00*. **Do not leave this line blank.** Read below for the two (2) additional document requirements.
- 1) **IRS Form W-2:** Please submit copies of your IRS W2 forms. If you don't have W2's you will need to submit a signed statement of the sources of your income (if any) and amounts earned in 2016 in addition to this statement.
 - 2) **IRS Form 4506-T:** If you had income in 2016, you must also request to receive a statement of non-filing status of taxes from the IRS. See instructions in Section A above.

Warning! If you purposely give false or misleading information to help establish eligibility for federal student aid, you may be subject to a \$20,000 fine, a prison sentence, or both. By signing this Verification Statement, we certify that all the information reported in support of the student's application for financial aid is complete and accurate.

Student's Signature

Date

Parent/Spouse Signature

Date