

**Non Tax-Filer Verification Worksheet  
(Independent)  
2019-2020**



Name: \_\_\_\_\_

HC ID# or last 4# of SSN: \_\_\_\_\_

**Student Questions**

**Check correct box:**

- Student was required to file a 2017 income tax return. (Submit a copy of the IRS tax return transcript – order from [www.irs.gov](http://www.irs.gov)).
- Student **was not** employed and had no income earned from work in 2017.
- Student **was** employed in 2017 and has listed below all income earned from wages. List even if a W-2 was NOT provided and submit copies of all W-2's provided by employers.

Employer Name	W-2 Provided? (Y/N)	Amount Earned in 2017

**IMPORTANT:** If student had income in 2017 and did not file income taxes, they must also request to receive a statement of non-filing status. Download the IRS FORM 4506-T from [www.irs.gov](http://www.irs.gov), complete questions 1-5, then check the box on question 7. Enter 12/31/2017 on question 9, then sign, date and mail or fax the document to the correct address as instructed on the form. A statement of non-filing will arrive within 10 days.

**Spouse Questions (complete only if you have a spouse)**

**Check correct box:**

- Spouse was required to file a 2017 income tax return. (Submit a copy of the IRS tax return transcript – order from [www.irs.gov](http://www.irs.gov)).
- Spouse **was not** employed and had no income earned from work in 2017.
- Spouse **was** employed in 2017 and has listed below all income earned from wages. (Submit copies of all W-2's provided by employers.)

Employer Name	W-2 Provided? (Y/N)	Amount Earned in 2017

**IMPORTANT:** If spouse had income in 2017 and did not file income taxes, they must also request to receive a statement of non-filing status. Download the IRS FORM 4506-T from [www.irs.gov](http://www.irs.gov), complete questions 1-5, then check the box on question 7. Enter 12/31/2017 on question 9, then sign, date and mail or fax the document to the correct address as instructed on the form. A statement of non-filing will arrive within 10 days.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse Signature

\_\_\_\_\_  
Date

**\*\*All signatures must be physical signatures, digital and typed signatures will not be accepted.  
WARNING: If you purposely give false or misleading information, you may be fined, sent to prison, or both.**

Financial Aid Office Contact Information

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