

- STUDENT/SPOUSE -

Verification of 2017 Income for Non-Tax Filers and Untaxed Income

| STUDENT ID | STUDENT LAST NAME | STUDENT FIRST NAME | PHONE NUMBER (with area code) |
|---------------------------|-------------------|--------------------|-------------------------------|
| PLEASE PRINT IN BLACK INK | | | |

The following information is required to continue processing your 2019-2020 FAFSA application. The instructions and certifications below apply to the student and spouse, if married, included in the household that will not file and are not required to file a 2017 income tax return with the IRS.

Do not leave any items blank. Enter an amount or "N/A" for Not Applicable, or enter "0". **CHECK** the box that applies:

- The student and/or spouse were not employed, and had no income earned from work in 2017. **PROVIDE** documentation from the IRS or other relevant tax authority dated **on or after October 1, 2018** that indicates a 2017 IRS income tax return was not filed with the IRS or other relevant tax authority.
- The student and/or spouse were employed in 2017, but **DID NOT** file any type of income tax return.
 - List the names of **all** employers, 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 listed on the top.
 - Check the IRS W-2 box, if a 2017 W-2 or equivalent document was issued to the student or spouse by their employers. Attach a copy of each document to this form.
 - List the amount earned from each employer in 2017.

| Student | Spouse | Employer's Name | IRS W-2 Or equivalent | Amount Earned in 2017 |
|------------------------------------------------|--------------------------|-------------------------------------------------------------------------------------------------------------------------|--------------------------|-----------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | \$ |
| <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | \$ |
| <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | \$ |
| <input type="checkbox"/> | <input type="checkbox"/> | 2017 payments to tax-deferred pension & retirement savings <small>(Box 12 of W-2's - codes D, E, F, G, H, S)</small> | <input type="checkbox"/> | \$ |
| Total Amount of Income Earned From Work | | | | \$ |

| | SOURCES OF SUPPORT | 2017 Amount |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|-------------|
| BENEFITS <input type="checkbox"/> TANF <input type="checkbox"/> SNAP <input type="checkbox"/> SSB <input type="checkbox"/> SSI <input type="checkbox"/> WIC | <input type="checkbox"/> Disability <input type="checkbox"/> Worker's Comp | \$ |
| | <input type="checkbox"/> Unemployment | \$ |
| | <input type="checkbox"/> Child Support: | \$ |
| | <input type="checkbox"/> Other: | \$ |
| | <input type="checkbox"/> Other: | \$ |

If you have LOW or NO Income reported on this form, please explain how the living expenses were paid in 2017 below:

CERTIFICATION & SIGNATURE(S)

By signing this form, I (we) certify that all the information reported on it is complete and correct, and I (we) will not file, nor are required to file a 2017 Federal Income Tax Return.

Student Name (Please Print) _____

Student Signature _____

Date _____

Spouse Name (Please Print) [IF APPLICABLE] _____

Spouse Signature [IF APPLICABLE] _____

Date _____

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

HOW TO REQUEST INCOME DOCUMENTATION FROM THE IRS

The IRS offers different types of free of charge transcripts, including the tax return transcript and W-2 transcripts.

We are unable to process Transcripts or documents sent to us directly from the IRS – as there is no way to route the transcript to the appropriate student's file. **Transcripts must be sent directly to the tax-filer/non-filer.**

Once you receive the requested document, write the Student's Name and their Fresno State ID# on the top of each page, and attach the pages to this form.

ONLINE REQUEST

This is the fastest way to get your transcript(s). Use the online request to see and print your transcript(s) in real time or request a "Verification of Non-filing letter".

Go to the Internal Revenue Service (IRS) website: www.irs.gov/Individuals/Get-Transcript.

The IRS will conduct a 2-part authentication of the individual's identity. **You will need the name, Social Security Number (SSN), date of birth, tax filing status and street address used on the last federal tax return filed.**

- Click "Get Transcript Online"
- Login and select the appropriate transcript or request a "Verification of Non-filing Letter"
- Print the transcript or letter.
- **Write the Student's Name and their Fresno State ID# on the top of the page and submit to our office as soon as possible.**

PAPER REQUEST FORM

Complete the IRS [Form 4506-T](#) and mail or fax the completed and signed form directly to the IRS, as instructed on page 3 of the Form 4506-T under the heading "Chart for individual transcripts".

- Fill in lines 1a through 4 on Form 4506-T
- Select box 6a-c, 7, and/or 8 to request the transcript(s) that you need
- In line 9, enter the date of 12/31/2017
- Check the Signatory checkbox.
- Print the form, then complete the signature area by signing and dating it in ink and then mail or fax to the IRS

The transcripts requested should arrive within two weeks via postal mail. Once received, **write the Student's Name and their Fresno State ID# at the top of the page, and submit to our office as soon as possible.**

PHONE REQUEST (Can only be used by those who have a valid SSN or ITIN)

You can request the transcript(s) needed by calling the IRS at **1-800-908-9946**.

- Follow the prompts to enter the individual's SSN or ITIN, and the numbers in their street address that is currently on file with the IRS.
- Select the appropriate option to request the transcript that is needed from the IRS and enter "2017" for the calendar year.

If successfully validated, the transcripts requested should arrive within two weeks via postal mail. Once received, **write the Student's Name and their Fresno State ID# at the top of the page, and submit to our office as soon as possible.**