

- STUDENT/SPOUSE -

### Verification of 2016 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			

**INSTRUCTIONS:** The instructions and certifications below apply to the student and/or spouse included in the household. **Do not leave any items blank.** Enter "N/A" for Not Applicable where a response is requested, or enter "0" in an area where an amount is requested

**1. CHECK** the box that applies:

- Neither student/spouse was employed, and neither had 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 is provided.
  - Provide copies of ALL 2016 IRS W-2 forms issued to the student/spouse by their employers.
  - List every employer even if the employer did not issue an IRS W-2 form.

**2. INDEPENDENT STUDENTS ONLY - PROVIDE** documentation 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.

**3. COMPLETE** the following sections:

Student	Spouse	Employer's Name	IRS W-2	Amount Earned in 2016
<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"/>	Payments to tax-deferred pension & retirement savings (Box 12 of W-2's: Add only codes D, E, F, G, H and S)	<input type="checkbox"/>	\$
<b>Total Amount of Income Earned From Work</b>				<b>\$</b>

	SOURCES OF SUPPORT	2016 Amount
<b>BENEFITS</b> <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"/> 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 2016 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 2016 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.

**Tax Return Transcripts are free of charge from the IRS. Instructions for requesting a transcript are below**

### HOW TO REQUEST DOCUMENTATION FROM IRS

**\*\*Dependent Students do NOT need to submit a Non-Filer Letter from the IRS\*\***

#### GET NON-FILER LETTER ONLINE OR W2 TRANSCRIPTS

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- Go to [www.irs.gov/Individuals/Get-Transcript](http://www.irs.gov/Individuals/Get-Transcript)
- The IRS will conduct a 2-part authentication of the non-tax filer's identity. **You will need the name, SSN, date of birth, filing status and street address used on the last federal tax return filed.** You will also need immediate access to your e-mail account, as you will receive a confirmation code you will need to enter, without closing the IRS page.
  - Under "Get Your Tax Record," select "Get Transcript Online"
  - Login and make sure to request a "Verification of Non-filing Letter"
  - Print the "Verification of Non-filing Letter", **write the Student's Name and their Fresno State ID# at the top of the page and submit to office.**

#### PAPER REQUEST FORM

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- Use the IRS [Form 4506-T](#)
  - Fill in lines 1a through 4, check box 7,
  - In block 9 put through date of 12/31/2016, check the Signatory checkbox.
  - Print the form, then sign and date it in ink and mail or fax to the IRS as instructed on page 2 of Form 4506-T under the heading "Chart for individual transcripts"
  - The Letter will arrive in 5 to 10 calendar days
- Once received, **write the Student's Name and their Fresno State ID# at the top of the page, and submit to office.**

#### PHONE - GET TRANSCRIPTS BY MAIL (Can be used by non-tax filers who have a valid SSN or ITIN)

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- Available from the IRS by calling **1-800-908-9946**
  - Follow the prompts to enter the non-tax filer's SSN or ITIN, and the numbers in their street address currently on file with the IRS.
  - Select "**OPTION 2**" to request an IRS Tax Return Transcript and enter "**2016.**"
  - If successfully validated, a paper IRS Tax Return Transcript will be received (by the non-tax filer) within 5 – 10 calendar days at the address on file with the IRS.
- Once received, **write the Student's Name and their Fresno State ID# at the top of the page, and submit to office.**

**NOTE:** We are unable to process Transcripts sent to us directly from the IRS – as there is no way to route the transcript to the appropriate student's file. **Transcripts must go directly to the tax-filer/non-filer.** Once received, write the Student's Name and their Fresno State ID# at the top of each page, and attach all pages to the Non-Tax Filer Income Verification.