



ST. FRANCIS COLLEGE

BROOKLYN HEIGHTS, NEW YORK

Student Financial Services

180 Remsen Street Brooklyn, NY 11201p

Phone: 718-489-5255

fax 718-643-0076 Email: sfs@sfc.edu

2017-2018 Student Nontax Filer Form

_____	_____	_____	_____
Student's Last Name	First Name	M.I.	Student's Identification (ID) Number
_____	_____	_____	_____
Student's Street Address (include apt. no.)	Student's Date of Birth		
_____	_____		
City State Zip Code	Student's Email Address		
_____	_____		
Student's Home Phone Number (include area code)	Student's Alternate or Cell Phone Number		

You indicated on your Free Application for Federal Student Aid that you did not file a 2015 federal tax return. Federal regulations require our office to verify this information.

By completing this form, you certify that you did not file and are not required to file a 2015 federal tax return.

Indicate the scenario applicable to you and provide the requested documents.

- I was not employed and did not have any income earned from work in 2015.
 - Submit a 2015 IRS Verification of Non-Filing Letter*
 - Monthly Budget Worksheet
- I was employed during 2015 but did not file a federal tax return.
 - Submit a 2015 IRS Verification of Non-Filing Letter*
 - List below the names of all employers and the amount earned from each employer during 2015
 - Submit copies of all 2015 W-2s, unless the employer did not issue a W-2 (e.g. babysitting, lawn mowing)
 - Monthly Budget Worksheet

If you no longer have copies of your W-2s, request from the IRS your 2015 Wage and Income Transcript* **Note: If you earned over \$6,300 during 2015, you may be required to file taxes.**

Student Employers	2015 Income Earned	My W-2 is Included (yes or no)

If you filed a 2015 federal tax return, you must either:

- Correct your 2017-2018 FAFSA and utilize the IRS Data Retrieval Tool (DRT); or
- Request your 2015 Tax Return Transcript* from the IRS.

* The IRS Verification of Non-Filing Letter, the Wage and Income Transcript, and the Tax Return Transcript may be requested:

- Online at www.irs.gov/individuals/get-transcript
- By mail by submitting IRS Form 4506-T.

Certification Statement:

By signing this form, I certify that all of the information reported is complete and accurate.

Signature of Student (required)

Date