

Filing Status Worksheet (Instructions)

Instructions for Tax-Filers

*To obtain an IRS tax return transcript, you can go to www.irs.gov and click on "Get My Tax Record" and then click on "Get Transcript ONLINE." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript." Or you can call 1-800-908-9946.*

Please note that if you are eligible to use the IRS Data Retrieval Tool to link your taxes to the FAFSA, that this option may limit any current and future request for verification and may result in a quicker resolution of your verification status.

Instructions for Non Tax-Filers

To obtain confirmation of non-filing from the IRS, you can follow the same steps listed above. If the IRS has no record of any 2016 tax return being filed under your Social Security Number, then instead of a tax transcript, you will receive a letter confirming your non-filing.

Please note that if you are married, confirmation of filing will be needed for both you and your spouse. If one of you filed and the other did not, we will need a transcript for one and a confirmation of non-filing for the other. If both of you did not file, we will need a confirmation of non-filing for both.

2018-2019 Independent Filing Status Worksheet

(PLEASE CHECK ONE AND FOLLOW ALL INSTRUCTIONS)

 Student Last Student First Middle Initial Student SSN

2016 Non-Filers

- I (and my spouse, if married) did not (and was not required to) file taxes in 2016 – neither of us had any income earned from work **(in addition to checking this box, you and your spouse, if married must submit confirmation of non-filing for the 2016 tax year from the IRS or a relevant tax authority)**
- I (and my spouse, if married) did not (and were not required to) file taxes in 2016; however, I (and/or my spouse) was employed. Please complete information below and provide copies of all 2016 IRS W-2 forms issued. List all employers, even if the employer did not issue a 2016 IRS W-2 form. If you do not have W-2's, submit a signed/dated statement explaining why the IRS Form W2 is unavailable **(in addition to checking this box, you and your spouse, if married, must submit confirmation of non-filing for the 2016 tax year from the IRS or a relevant tax authority)**

Employer's Name	2016 Amount Earned	Employee's name (student/spouse)	IRS W-2 Provided?
Suzy's Auto Body Shop (example)	\$2,000.00	Student	Yes

2016 Federal Income Tax Filers

- I (and my spouse, if married) filed taxes in 2016 (and)
- I have used the IRS Data Retrieval Tool in FAFSA on the Web to transfer my 2016 IRS income information into my FAFSA (either on the initial FAFSA or a correction to the FAFSA)
 - I am unable to use the IRS Data Retrieval Tool, and I will submit copies of my 2016 Federal Tax Return Transcript (*not a copy of the tax return form*) to my school.
- (Married students only) I and my spouse filed separately in 2016 and I will submit copies of our 2016 Federal Tax Return Transcripts.
- (Married students only) I and my spouse filed jointly in 2016, but we are now separated. I will provide a copy of our 2016 Federal Tax Return Transcript along with all of my 2016 W-2s.

Special Circumstance:

- Check here if for the 2016 tax year, you - and/or your spouse - were granted a filing extension, filed an amended tax form, were a victim of identity theft, or if you filed a non-IRS Income tax return. **(If you check this box, we must have a completed "Verification of Unusual Tax Circumstances" form)**

CERTIFICATION AND SIGNATURE

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

Each person signing below certifies that all of the information reported is complete and correct

 Student Signature (Required)

 Date (Required MM/DD/YYYY)

 Spouse Signature (Optional)

 Date (Required MM/DD/YYYY)