



2018-2019 Student Non-Filer Worksheet

To be completed when a student is required to submit verification documents for financial aid purposes but was not required to file a 2016 federal income tax return. TAX RETURN NONFILERS – Complete this work sheet if the student will not file and **is not required** to file a 2016 income tax return with the IRS.

IMPORTANT NOTE: The student must **also complete** and return a 2018-2019 Student Non Filer Form **AND** obtain an IRS Verification of Non-filing Letter by going to www.irs.gov, **if requested by Financial Aid**.

Student’s Name: _____ Last 4 digits of student SSN _____

If married, name of spouse _____ Student’s Immaculata ID (if known) _____

Check the box that applies and complete the appropriate section:

The student (and, if married, the student’s spouse) was not employed and had NO income at all earned from work in 2016.

OR

The student (and/or the student’s spouse if married) was employed in 2016 and has listed below the names of all the student’s employers, the amount earned from employer in 2016, and whether an IRS W-2 form is attached. Attach copies of all 2016 IRS W-2 forms issued to you (and, if married, to your spouse) by employer(s). *List every employer even if they did not issue and IRS W-2 form. If more space is needed, attach a separate page with the student’s name and Social Security Number at the top.*

Employer’s Name	2016 Amount Earned	IRS W-2 Attached?

Additional Information:

My/Our total income (taxable and non-taxable) for 2016 (01/01/16 – 12/31/16) was \$ _____.

The amount of Federal Work-Study earnings or taxable financial aid I received in 2016 was \$ _____.

Income earned from work by the student was \$ _____, and by the spouse was \$ _____.

Other income, such as child support, social security, pensions, dividends, Aid to Families with Dependent, Children (AFDC), etc. *If more space is needed, attach a separate page with your name and Social Security Number at the top.*

Type of Income	Total Amount for 2016 (01/01/16-12/31/16)

Certification and Signatures: Each person signing this Non-Filer Worksheet certifies that all the information reported on it is complete and correct.

Student’s Signature Date

Spouse’s Signature Date

Submit this worksheet to: Immaculata University, Office of Financial Aid, Lillian P. Lettiere Center #219, Immaculata PA 19345; Email: Finaid@immaculata.edu Fax: 484 395 0068.