



Beaufort County Community College

Office of Financial Aid

5337 Highway 264 East Washington, NC 27889

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2019-2020

Student Non-Tax Filer

Student Name _____ Student ID _____

The instructions below apply to the student and spouse, (if married). Notify the Financial Aid Office if the student and spouse filed separate IRS income tax returns, filed an amended tax return, or had a change in marital status after December 31, 2017. **If you are considered a “Dependent Student” and were required to include your parent’s 2017 information on your FAFSA application, you are NOT required to obtain an IRS Verification of Non-filing letter.**

Check the box that applies:

- The student and/or spouse (if married) filed a 2017 federal tax return. Provide 2017 IRS Tax Return Transcript or a **signed** copy of the 2017 Federal Tax Return you and/or spouse submitted to the IRS.
- The student and/or spouse (if married) did not file an income tax return and was not employed in 2017. Please provide Verification of Non-filing letter from the IRS which provides proof that a 2017 tax return was not filed for the student and/or spouse.
- The student and/or spouse (if married) did not file and were not required to file a federal tax return, but was employed in 2017. Please provide all wage statements, (W2s and/or 1099-MISC). Also, complete the table below listing each source of income.

Employer’s Name	IRS W2/ 1099-MISC Provided, If NO, why is it not available?	Annual Amount Earned in 2017
<i>(Example) ABC’s Auto Body Shop</i>	<i>Yes</i>	<i>\$4500.00</i>
Total Amount of Income Earned from Work		\$

An IRS Tax Return Transcript and/or other IRS documents such as IRS Verification of Non-filing may be obtained free of charge in several ways; be sure to request an IRS Tax Return Transcript and not a “Tax Account Transcript”:

- On-line at www.irs.gov under **“Get Your Tax Record”** with two options “Request Online” or “Request by Mail”. **Note:** If at any point you cannot validate your identity using the **“Request Online”** option, you may use the **“Get Transcript by Mail”** option. This will be mailed to the address on the tax return within 5 to 10 business days.
- Contact the **IRS Transcript Request Line at 1-800-908-9946** (this is an automated service).
- **Visit the regional IRS Office** located at 2835 S. Charles Blvd., Greenville NC 27858. **Note:** You must make an appointment before visiting by calling **1-844-545-5640**.

Certification and Signatures

Each person signing below, I certify that all of the information reported on this form and any documentation provided is complete and correct.

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

Student Signature

Date

Phone Number

Parent Signature (If student is Dependent)

Date