

Student Information *(Please Print)*

| | | | |
|---|----------------------|----------------|--|
| Student's Last Name | Student's First Name | Student's M.I. | Student's CPCC Student ID# |
| Student's Street Address (include apt. no.) | | | Student's CPCC Email Address |
| City | State | Zip Code | Student's Telephone # <i>(include area code)</i> |

Warning: According to the U.S. Department of Education, if you purposely give false or misleading information, you may be subject to a fine of up to \$20,000 or imprisonment for up to 5 years, or both.

Important Note: The instructions below apply to the student and (if married) his or her spouse. Notify the financial aid office if you (the student) filed separate IRS income tax returns, filed an **amended** return, or had a change in marital status after December 31, 2017.

Check all boxes that apply:

- STUDENT:** I, _____,
 - Have filed a 2017 income tax return.** Provide a US 2017 IRS Tax Return Transcript.
 - Did not file an income tax return and was not employed in 2017.** Provide an IRS Non-filing letter dated on or after October 1, 2018. If you cannot obtain an IRS Non-filing letter because you were residing in a foreign nation or not required to file in the foreign nation, you must submit documentation from the nation's tax authority indicating you were not required to file taxes or if no documentation exists, submit a signed and dated statement explaining the taxing requirements of the foreign nation and why you are unable to submit these documents.
 - Did not file and was not required to file an income tax return, but was working in the United States in 2017.**
Provide an IRS Non-filing letter dated on or after October 1, 2018 and complete the table on page 2 and provide all 2017 W-2s or a 2017 IRS Wage & Income Transcript. If self-employed, provide a 1099-MISC (net earnings did not exceed \$400 for self-employment). If unable to obtain an IRS Non-filing letter because you do not have a SSN, ITIN, or EIN, you must submit a signed and dated statement certifying you do not have a SSN, ITIN, or EIN and you must complete the table on page 2 and submit all 2017 W-2s.
 - Was working in a foreign nation in 2017**
Provide a signed foreign tax return or its equivalent if it can be obtained free of charge and complete the table below listing each source of income and submit all 2017 W-2 equivalents. If unable to provide foreign tax return for free and/or W2s, you must submit a signed and dated statement explaining the tax-filing requirements of the foreign nation and why you are unable to submit these documents.

- SPOUSE (if married):** I, _____,
 - Have filed a 2017 income tax return.** Provide a US 2017 IRS Tax Return Transcript.
 - Did not file an income tax return and was not employed in 2017.** Provide an IRS Non-filing letter dated on or after October 1, 2018. If you cannot obtain an IRS Non-filing letter because you were residing in a foreign nation or not required to file in the foreign nation, you must submit documentation from the nation's tax authority indicating you were not required to file taxes or if no documentation exists, submit a signed and dated statement explaining the taxing requirements of the foreign nation and why you are unable to submit these documents.

**Independent Student/Spouse
Income Verification**

- Did not file and was not required to file an income tax return, but was working in the United States in 2017.**

Provide an IRS Non-filing letter dated on or after October 1, 2018 and complete the table on page 2 and provide all 2017 W-2s or a 2017 IRS Wage & Income Transcript. If self-employed, provide a 1099-MISC (net earnings did not exceed \$400 for self-employment). If unable to obtain an IRS Non-filing letter because you do not have a SSN, ITIN, or EIN, you must submit a signed and dated statement certifying you do not have a SSN, ITIN, or EIN and you must complete the table on page 2 and submit all 2017 W-2s.

- Was working in a foreign nation in 2017**

Provide a signed foreign tax return or its equivalent if it can be obtained free of charge and complete the table below listing each source of income and submit all 2017 W-2 equivalents. If unable to provide foreign tax return for free and/or W2s, you must submit a signed and dated statement explaining the tax-filing requirements of the foreign nation and why you are unable to submit these documents.

Only complete table below if you did not file taxes, but were employed in 2017:

| Employer's Name | Who Earned the Wages? (Self/Spouse) | Total Amount Earned in 2017 from Employer | W-2/1099 Attached (Y/N)? If Not Attached, Why is it Not Available? |
|--------------------------------|--|---|--|
| <i>WKRP Shipping (example)</i> | <i>Self</i> | <i>\$1,280</i> | <i>No – I worked in a foreign country that does not issue any such form.</i> |
| | | \$ | |
| | | \$ | |
| | | \$ | |
| | | \$ | |
| | | \$ | |
| | | \$ | |

IRS documents can be obtained through the:

- **Online Request** - Go to www.irs.gov, under the Tools heading, click “Get a tax transcript.” Click “Get Transcript ONLINE” or “Get Transcript by MAIL.” Make sure to request the “IRS Tax Return Transcript” and **NOT** the “IRS Tax Account Transcript.”
- **Telephone Request** - 1-800-908-9946 (IRS Tax Return Transcript only)
- **Paper Request Form** - IRS Form **4506-T**. Check box 6a for return transcript, box 7 for Verification of Nonfiling letter and box 8 for a Wage and Income transcript.

Additional information on How to Order Tax Return Transcripts and other documents can be found at http://www.cpcc.edu/financial_aid/faq/how-to-order-tax-return-transcripts

Certification and Signature

Please provide your signature. By providing your signature, you are certifying that all of the information on this form is complete and correct. You are also authorizing Central Piedmont Community College to make corrections to your original and/or subsequent applications based on the documents you are now submitting.

Student Signature:

Date: