



**2018-2019
Independent Student/Spouse Tax Non-Filer Form**

ISNF19

Please Use Black or Blue Ink

OSU Banner ID ("A" plus 8 digits)							
A							

Student Name: _____

You indicated on your 2018-2019 Free Application for Federal Student Aid (FAFSA) that you will not file a 2016 Federal Income Tax Return. The OSU Office of Scholarships and Financial Aid is required by federal regulation to verify that information. Please complete the section(s) below, following the instructions provided. **No determination of aid eligibility or disbursement of funds can be made until all requested documents are received and reviewed.**

This is a two-page form. Student information is reported on this page; if you are married, your spouse's information must be reported on the next page.

Section I (Student only):

Please check **one** of the following:

I filed a 2016 Federal Income Tax Return and will use one of the following options to submit my 2016 tax information:

- Make corrections to the FAFSA (fafsa.gov) using the IRS Data Retrieval Process to add your 2016 tax information.

OR

- Go to www.irs.gov/Individuals/Get-Transcript and request a 2016 **Tax Return Transcript**. Submit a legible, unaltered copy of the transcript to our office with your student's Banner ID listed at the top.

(Skip to Certification/Signature Section.)

I will not file a 2016 Federal Income Tax Return and am not required to file a return. **(Continue to Section II.)**

Section II (Student Only):

- If you won't file a 2016 Federal Income Tax Return, and are not required to file, **you must request a Verification of Non-filing Letter from the IRS**. Go to www.irs.gov/Individuals/Get-Transcript and request a 2016 **Verification of Non-filing Letter**. Submit a legible, unaltered copy of the letter to our office with your Banner ID listed at the top.
- Check the appropriate box, below, and provide the information requested:

I was unemployed during the 2016 calendar year. (Be sure to provide a copy of the **IRS Verification of Non-filing Letter**).

I will not file a 2016 Federal Income Tax Return, and am not required to file. In addition to providing a copy of the **IRS Verification of Non-filing Letter**, you **must** list all your employer(s) and any income received, whether or not you received a W-2 **AND** provide all W-2 forms, or equivalent documents (i.e., 1099) issued by your employer(s).

Name of Employer(s)	IRS W-2 Issued?		Amount(s) Earned
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	\$
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	\$
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	\$
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	\$

Certification/Signature (Student only):

By signing this form, I certify that all the information reported to qualify for federal student aid is complete and correct. **If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.**

Student's Signature *(electronic signature not accepted)*

Date

(If you are married, your spouse must complete the other page of this form.)

This is a two-page form.
Student information is reported on this page;
Spouse information is reported on the next page.

(This side is to be completed and signed by the **Student's Spouse Only**)
Please Use Black or Blue Ink

Student Name _____

Student's OSU Banner ID _____

Section I (Spouse only):

Please check **one** of the following:

- I filed a 2016 Federal Income Tax Return and will use one of the following options to submit my 2016 tax information:
- Make corrections to the FAFSA (fafsa.gov) using the IRS Data Retrieval Process to add your 2016 tax information.
- OR**
- Go to www.irs.gov/Individuals/Get-Transcript and request a 2016 **Tax Return Transcript**. Submit a legible, unaltered copy of the transcript to our office with your student's Banner ID listed at the top.
- (Skip to Certification/Signature Section.)**
- I will not file a 2016 Federal Income Tax Return and am not required to file a return. **(Continue to Section II.)**

Section II (Spouse Only):

1. If you won't file a 2016 Federal Income Tax Return, and are not required to file, **you must request a Verification of Non-filing Letter from the IRS**. Go to www.irs.gov/Individuals/Get-Transcript and request a 2016 **Verification of Non-filing Letter**. Submit a legible, unaltered copy of the letter to our office with your student's Banner ID listed at the top.
2. Check the appropriate box, below, and provide the information requested:

I was unemployed during the 2016 calendar year. (Be sure to provide a copy of the **IRS Verification of Non-filing Letter**).

I will not file a 2016 Federal Income Tax Return, and am not required to file. In addition to providing a copy of the **IRS Verification of Non-filing Letter**, you **must** list all your employer(s) and any income received, whether or not you received a W-2 **AND** provide all W-2 forms, or equivalent documents (i.e., 1099) issued by your employer(s).

Name of Employer(s)	IRS W-2 Issued?		Amount(s) Earned
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	\$
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	\$
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	\$

Certification/Signature (Spouse only):

By signing this form, I certify that all the information reported to qualify for federal student aid is complete and correct. **If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.**

Spouse's Signature *(electronic signature not acceptable)* _____

Date _____

Printed Name of Spouse _____

OSU Banner ID, if OSU Student _____

This is a two-page form.

Student information is reported on the first page;
Spouse information is reported on this page.

Return to:

Office of Scholarships and Financial Aid
119 Student Union, Stillwater, OK 74078-5061
Fax: (405) 744-6438 (if you fax, please do not mail the form)

Questions?

Email: finaid@okstate.edu
Phone: (405) 744-6604
Web: financialaid.okstate.edu