

This worksheet and any accompanying documents should be submitted in person, by postal mail, fax, or through password-protected email.



CHOWAN UNIVERSITY

**Priority Dates
Returning Students
February 28, 2019**

**New Students
April 30, 2019**

Financial Aid Office

2019-2020 Verification of Non Filing (VNF)

The Financial Aid Office must request verification individuals that claim ‘Not Filing’ as the tax return status. The individual must make an attempt to be verified by the IRS or other tax authority. Individuals that must complete this process include: an independent student, a student’s spouse, and/or a parent who did not file a tax return during 2017, and whose application for financial aid is selected for verification.

A. STUDENT’S INFORMATION

Student’s Name	Date of Birth	SSN XXX-XX-
Permanent Mailing Address	City, State	Zip Code
Student’s Cell Phone	Parent’s Cell Phone	Home Phone

B. STATEMENT OF INCOME

In reviewing your FAFSA, you or your parent, or spouse indicated that a 2017 Federal Income Tax Return was not filed on their behalf. Please list below any sources of income for the individual that did not file a tax return for 2017.

****Note – The Financial Aid Office reserves the right to request documentation supporting the income listed below.****

Name of Person Who Did Not File a 2017 Tax Return	Source of Income or Employer Name	2017 Income Amount

C. ATTEMPT TO VERIFY STATUS

- Check here if you have already attempted to obtain Verification of Non Filing and were not able to do so.
- Check here if you have not attempted to obtain Verification of Non Filing status.
 - Complete the IRS Form 4506-T “Request for Transcript” on the back of this form. The IRS will compare this form with their records to confirm your status.
 - A separate form must be completed by each person listed above who is not a dependent student.

D. CERTIFICATION - *Please return this information within the next 14 days.*

By signing this worksheet, I (we) certify that all information reported is complete and correct. Failure to complete verification will render the student ineligible for need-based aid, including loans, for that academic year.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Request for Transcript of Tax Return

▶ **Do not sign this form unless all applicable lines have been completed.**
 ▶ **Request may be rejected if the form is incomplete or illegible.**
 ▶ **For more information about Form 4506-T, visit www.irs.gov/form4506t.**

OMB No. 1545-1872

Tip. Use Form 4506-T to order a transcript or other return information free of charge. See the product list below. You can quickly request transcripts by using our automated self-help service tools. Please visit us at IRS.gov and click on "Get a Tax Transcript..." under "Tools" or call 1-800-908-9946. If you need a copy of your return, use **Form 4506, Request for Copy of Tax Return**. There is a fee to get a copy of your return.

1a Name shown on tax return. If a joint return, enter the name shown first.	1b First social security number on tax return, individual taxpayer identification number, or employer identification number (see instructions)
2a If a joint return, enter spouse's name shown on tax return.	2b Second social security number or individual taxpayer identification number if joint tax return
3 Current name, address (including apt., room, or suite no.), city, state, and ZIP code (see instructions)	
4 Previous address shown on the last return filed if different from line 3 (see instructions)	
5a If the transcript or tax information is to be mailed to a third party (such as a mortgage company), enter the third party's name, address, and telephone number.	
Chowan University Financial Aid, One University Pl., Murfreesboro, NC 27855 ph 252-398-1229 user: ruth1984	
5b Customer file number (if applicable) (see instructions)	

Caution: If the tax transcript is being mailed to a third party, ensure that you have filled in lines 6 through 9 before signing. Sign and date the form once you have filled in these lines. Completing these steps helps to protect your privacy. Once the IRS discloses your tax transcript to the third party listed on line 5, the IRS has no control over what the third party does with the information. If you would like to limit the third party's authority to disclose your transcript information, you can specify this limitation in your written agreement with the third party.

6 Transcript requested. Enter the tax form number here (1040, 1065, 1120, etc.) and check the appropriate box below. Enter only one tax form number per request. ▶ 1040

a Return Transcript, which includes most of the line items of a tax return as filed with the IRS. A tax return transcript does not reflect changes made to the account after the return is processed. Transcripts are only available for the following returns: Form 1040 series, Form 1065, Form 1120, Form 1120-A, Form 1120-H, Form 1120-L, and Form 1120S. Return transcripts are available for the current year and returns processed during the prior 3 processing years. Most requests will be processed within 10 business days

b Account Transcript, which contains information on the financial status of the account, such as payments made on the account, penalty assessments, and adjustments made by you or the IRS after the return was filed. Return information is limited to items such as tax liability and estimated tax payments. Account transcripts are available for most returns. Most requests will be processed within 10 business days

c Record of Account, which provides the most detailed information as it is a combination of the Return Transcript and the Account Transcript. Available for current year and 3 prior tax years. Most requests will be processed within 10 business days

7 Verification of Nonfiling, which is proof from the IRS that you **did not** file a return for the year. Current year requests are only available after June 15th. There are no availability restrictions on prior year requests. Most requests will be processed within 10 business days

8 Form W-2, Form 1099 series, Form 1098 series, or Form 5498 series transcript. The IRS can provide a transcript that includes data from these information returns. State or local information is not included with the Form W-2 information. The IRS may be able to provide this transcript information for up to 10 years. Information for the current year is generally not available until the year after it is filed with the IRS. For example, W-2 information for 2011, filed in 2012, will likely not be available from the IRS until 2013. If you need W-2 information for retirement purposes, you should contact the Social Security Administration at 1-800-772-1213. Most requests will be processed within 10 business days

Caution: If you need a copy of Form W-2 or Form 1099, you should first contact the payer. To get a copy of the Form W-2 or Form 1099 filed with your return, you must use Form 4506 and request a copy of your return, which includes all attachments.

9 Year or period requested. Enter the ending date of the year or period, using the mm/dd/yyyy format. If you are requesting more than four years or periods, you must attach another Form 4506-T. For requests relating to quarterly tax returns, such as Form 941, you must enter each quarter or tax period separately.

12 / 31 / 2017			
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Caution: Do not sign this form unless all applicable lines have been completed.

Signature of taxpayer(s). I declare that I am either the taxpayer whose name is shown on line 1a or 2a, or a person authorized to obtain the tax information requested. If the request applies to a joint return, at least one spouse must sign. If signed by a corporate officer, 1 percent or more shareholder, partner, managing member, guardian, tax matters partner, executor, receiver, administrator, trustee, or party other than the taxpayer, I certify that I have the authority to execute Form 4506-T on behalf of the taxpayer. **Note:** This form must be received by IRS within 120 days of the signature date.

<input checked="" type="checkbox"/> Signatory attests that he/she has read the attestation clause and upon so reading declares that he/she has the authority to sign the Form 4506-T. See instructions.	Phone number of taxpayer on line 1a or 2a
▶ Signature (see instructions)	Date
▶ Title (if line 1a above is a corporation, partnership, estate, or trust)	
▶ Spouse's signature	Date