



OFFICE OF FINANCIAL AID

303 University Avenue, Newark, NJ 07102-1798
 p: (973) 877-3200 f: (973) 877-3586
 Room 3220 www.essex.edu/fa

**2019-2020
 Statement of Non-Tax Filing**

Last Name	First Name	MI	ECC ID

This form should be utilized by individuals who are not required to file a US Income Tax Return for 2017. This form cannot be used if combined income (including Federal Work-Study earnings) for the 2017 calendar year if:

Income	Filing Category
\$6,350	Single or Married, Filing Separately
\$9,350	Head of Household
\$12,700	Married, Filing Jointly or Qualifying Widow(er)

This certification is for:

Student

Student's Spouse

Parent of Student

Attestation

A US tax return was was not filed for the following reasons:

Taxable Income Less than amount required for filing <i>List source and amount. List all wages (including work-study earnings), tips, salaries, interest, dividend income, alimony.</i>			Non-Taxable Income <i>List source and amount</i>		
Source of Income	Amount Per Year		Source of Income	Amount Per Year	
Wages (attached W-2 forms)	\$		Social Security	\$	
Federal Work-Study	\$		AFDC/ADC/TANF	\$	
Non-Work-Study	\$		VA Benefits	\$	
Interest Income (attach IRS Form 1099-INT)	\$		Other:		
Dividend Income (attach IRS Form 1099-DIV)	\$			\$	
Tips	\$		No Income – if so, please note how you and your family were supported?		

I/We certify that I/We have not filed, and are not required to file, a US Income Tax Return for the 2017 year, confirm that all sources of income are included on this form and that all reported information on this form is true and correct.

Student Signature	Spouse Signature (if applicable)	Parent Signature (if applicable)
Printed Name	Printed Name	Printed Name
Date	Date	Date

2019-2020

Instructions on Obtaining a 2017 Verification of Non-Tax Filing Letter

Federal regulations require that each individual who indicates that they did not file a 2017 US Income Tax Return must submit proof of non-tax filing status.

You must submit an IRS Verification of Non-Filing Letter, along with a signed Statement of Non-Tax Filing (form (reverse side of this form), if you are:

- An independent student
- Dependent student under parent's tax filing
- Student's spouse

There are two options for obtaining from the IRS a Verification of Non-Tax Filing Letter

Option 1	Option 2
<p><u>Obtain a PDF version of the 2017 Verification of Non-Filing Letter for the IRS website</u> www.irs.gov/transcript</p> <p>After completing the registration process (or logging in if a returning user), select "Higher Education/Student Aid" as the reason you need a 2017 Verification of Non-Filing Letter, and then click 2017 under "Non-Filing letter" to view the document. Print and/or save the document and submit a copy to the Office of Financial Aid, with your name and ECC Student ID # printed at the top of the page.</p> <p>For security purposes, first-time users will need the following to register:</p> <ul style="list-style-type: none">• Your social security number, date of birth, filing status, and mailing address;• Access to your email account• A mobile phone with your name on the account• A personal account # from credit card, mortgage, home equity loan, home equity line of credit, or car loan. Individuals who do not have one of these accounts must use the option below.	<p><u>Complete the Request for Transcript of Tax Return (Form 4506-T).</u></p> <ul style="list-style-type: none">• Complete Items 1-4,• Check the box for "Verification of Non-filing" (Item 7),• Enter the year "12/31/2017" in Item 9• Sign & date at the bottom. <p>Mail or fax the form to the address or number on Page 2. Do not enter Essex County College as a third party in Item 5; the IRS Letter must be mailed directly to the individual requestor</p>

After completing 1 or 2, you will receive the verification of non-filing letter from the IRS by mail. (Should you have difficulty obtaining this letter, please complete the form on the reverse side)

After you receive your Verification of Non-Filing Letter from the IRS:

- Check to make sure the document you received is correct.
- Keep a copy for your own records.
- Write the student's name and ECC ID # on the top of IRS letter. (Please note: There is no identifiable information on this form. Unless you write your name and ID# at the top we will not know who it belongs to.)
- Submit the Verification of Non-Filing Letter to the Financial Aid Office. Once all documents are received by this office, it will take additional processing time to review and, if necessary, to update the information. Your student aid eligibility cannot be finalized until all required documents are received and processed.