

*Office of Financial Aid*

1400 East Hanna Avenue  
Indianapolis, IN 46227-3697  
(317) 788-3217 / Fax: (317) 788-6136  
**financialaid@uindy.edu**

If you and/or your spouse **will not file and are not required to file** a 2015 federal income tax return, complete this document and submit it, along with W-2 or 1099 documentation from each source of income listed, to UIndy's Office of Financial Aid. *Incomplete forms or forms submitted without income documentation will be returned to you and will delay your financial aid process.*

Student's Name \_\_\_\_\_ Student ID# A

Phone \_\_\_\_\_ Cell \_\_\_\_\_ Work \_\_\_\_\_

Email \_\_\_\_\_

**Check the box that applies:**

- You and/or your spouse were not employed in 2015 and earned no income from work in 2015.
- You and/or your spouse were employed in 2015 and have listed below the names of these employers. Also listed below are the amounts earned from each employer (in 2015) and whether an IRS W-2 form was issued. *(Note: List every employer even if the employer did not issue an IRS W-2 form. Attach copies of all W-2s and any 1099s issued to you and/or your spouse and any other income source documents.)*

**STUDENT AND/OR SPOUSE INCOME AND BENEFITS INFORMATION**

Student: Employer Name or Source of Income	2015 Amount Earned	2015 W-2 Form Received from Employer?
	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
Spouse: Employer Name or Source of Income	2015 Amount Earned	2015 W-2 Form Received from Employer?
	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No

UIndy may require you to provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2016, that indicates a 2015 IRS income tax return was not filed with the IRS or other relevant tax authority. If requested, instructions to obtain a "Verification of Non-Filing Letter" are found on the next page.

**STUDENT / SPOUSE CERTIFICATION (READ CAREFULLY BEFORE YOU SIGN)**

*I/we hereby certify that (1) I am/we are the student and/or spouse and (2) all information contained in this document is true. I/we swear or affirm that I/we have not knowingly or intentionally provided any false statements or fraudulent documentation. I/we understand that if I/we are found to have knowingly or intentionally given false or fraudulent statements and/or documentation, the student's eligibility for federal, state, and University aid will be jeopardized. (Warning: Federal regulations stipulate that evidence of fraud must be reported to the U.S. Department of Education for possible investigation by the Office of the Inspector General and possible prosecution by the United States Attorney.)*

Student's signature \_\_\_\_\_ Date \_\_\_\_\_

Spouse's signature \_\_\_\_\_ Date \_\_\_\_\_

## HOW TO GET AN IRS VERIFICATION OF NON-FILING LETTER

You may be able to print a letter online through an IRS account by following these steps:

- Go to IRS.gov. Go to Tools section. Click “Get Transcript for My Tax Records.” Click “Get Transcript Online.” Under “Sign Up,” select “Create an Account” or sign in.
- Answer four multiple choice security questions derived from your credit file.
- Select reason for getting a transcript — “Higher Education/Student Aid” — and select tax year 2015 under “Verification of Non-Filing Letter.” Print or save as PDF.

You may also request a letter using IRS Form 4506-T. Your letter should be sent within 10 business days. (Taxpayers unable to establish an IRS online account must use this method.)

### 2015 FEDERAL INCOME TAX FILING REQUIREMENTS

<p>This information is from the 2015 IRS 1040 and 1040A Instruction Booklets (see <a href="http://www.irs.gov">www.irs.gov</a>).</p> <p>Amounts listed are for people under the age of 65; if you are over 65, please refer to the IRS instruction booklets.</p>	<p>For most people, a tax return must be filed with the Internal Revenue Service (IRS) if their 2015 income was at least:</p>			
	<p><b>Single dependent student</b> (your parents or someone else can claim you as a dependent)</p>	<p><b>\$6,300</b> <i>(earned income)</i> <b>(\$1,050 un-earned income)</b></p>	<p><b>Married, filing separately</b></p>	<p><b>\$4,000</b> <i>(gross income)</i></p>
	<p><b>Single, if claiming self</b></p>	<p><b>\$10,300</b> <i>(gross income)</i></p>	<p><b>Head of household</b></p>	<p><b>\$13,250</b> <i>(gross income)</i></p>
	<p><b>Married, filing joint return</b></p>	<p><b>\$20,600</b> <i>(gross income)</i></p>	<p><b>Qualifying widow(er) with dependent child</b></p>	<p><b>\$16,600</b> <i>(gross income)</i></p>

**Earned income** includes salaries, wages, tips, professional fees, and taxable scholarship and fellowship grants.

**Unearned income** includes taxable interest, ordinary dividends, and capital gain distributions. It also includes unemployment compensation, taxable social security benefits, pensions, annuities, and distributions of unearned income from a trust.

**Self-employment:** You have to file an income tax return if your net earnings from self-employment were \$400 or more.

**Who is self-employed?**

- You carry on a trade or business as a sole proprietor or an independent contractor.
- You are a member of a partnership that carries on a trade or business.
- You are otherwise in business for yourself (including a part-time business). A trade or business is generally an activity carried on for a livelihood or in good faith to make a profit (i.e. babysitting, lawn care, repairs, etc.)