

# INDEPENDENT STUDENT NON-FILER INCOME INFORMATION

**20-21  
ISNF**

**Please complete in pen and  
return to:**

Pittsburg State University  
Office of Student Financial Assistance  
1701 S. Broadway, Pittsburg, KS 66762  
(620) 235-4240 or (800) 854-7488  
FAX: (620) 235-4078  
Email: [finaid@pittstate.edu](mailto:finaid@pittstate.edu)

**STUDENT NAME** \_\_\_\_\_

**PSU STUDENT ID** \_\_\_\_\_

You have indicated on your FAFSA that you and/or your spouse **will not file** a 2018 Federal Income Tax Return. In order to verify this information, you must complete and submit this form to the Office of Student Financial Assistance.

## Step #1 - Required

**Did YOU file a Federal Income Tax Return for 2018?**

- NO, I did not have any earnings from 2018, and I did not file a 2018 Federal Tax Return and was not required to file per IRS regulations. **Proceed to Step #3**
- NO, I had earnings for 2018, but I did not file a 2018 Federal Tax Return and was not required to file per IRS regulations. I have attached my W-2 earning statements. **Please Complete Steps #2 & #3**
- YES- If yes, YOU must use Data Retrieval Tool in the FAFSA or submit a copy of your 2018 Federal Income Tax Return Transcript and supporting schedules. To request a tax return transcript, please visit the IRS at IRS.GOV website.

**Did your SPOUSE file a Federal Income Tax Return for 2018?**

- N/A – Not married/no spouse
- NO, my spouse did not have any earnings from 2018, and did not file a 2018 Federal Tax Return and was not required to file per IRS regulations. **Proceed to Step #3**
- NO, my spouse had earnings from 2018, but did not file a 2018 Federal Tax Return and was not required to file per IRS regulations. I have attached my spouse’s W-2 earning statements. **Please Complete Step #2 & Step #3**
- YES- If yes, you must submit a copy of YOUR SPOUSE’S 2018 Federal Income Tax Return Transcript and supporting schedules. To request a tax return transcript, visit the IRS at IRS.GOV website.

## Step #2 – Required *only* if you had earnings

If you had earnings for 2018, please list below the name(s) of your/your spouse’s employer(s) and the amount earned in 2018.

**In addition, please submit copies of all available W2 forms.** Amount of earnings will be listed in Box 1 of the W-2 form.

Name of Employer	Amount Earned	W2 Submitted?	
		Yes	No
		Yes	No
		Yes	No
		Yes	No
Total			

**Certification and Signature**  
Each person signing below certifies that all of the information reported is complete and correct.

**WARNING:** If you purposely give false or misleading information you may be fined, be sentenced to jail, or both.

If you answered “No” to any of the above, please state the reason why your W2’s aren’t available:

\_\_\_\_\_

## Step #3 – Required

If you did not file a tax return for 2018, you are **required** to obtain a Verification of Non-Filing Letter from the IRS. You have 2 options to request the Verification of Non-Filing Letter. You can request it online at [www.irs.gov](http://www.irs.gov) under “Get a Tax Transcript.” You can also complete the IRS form 4506-T (available on the IRS website) and send it in to the IRS to request the Verification of Non-Filing Letter. Detailed instructions are available through the PSU Office of Student Financial Assistance.

**Have you requested the IRS Verification of Non-Filing Letter from the IRS?** Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse Signature (if applicable)

\_\_\_\_\_  
Date