



**Return This Form To:**  
Northeastern State University  
Student Financial Services  
715 N. Grand Ave.  
Tahlequah, OK 74464  
Phone (918) 444-3456  
FAX: (918) 458-2150

**Certification of Student Non-Filing Form 2018-2019**

Student Name \_\_\_\_\_ Student ID# N  
(PLEASE PRINT)

**INSTRUCTIONS:** If you or your spouse **did not** file a 2016 federal income tax return, and are not required to file a 2016 tax return (IRS Form 1040, 1040A, or 1040EZ), you must complete this form and provide signatures. If you (and/or your spouse) had income from work, you must also attach a copy of your (and/or your spouse) W-2 or equivalent document.

**By checking this box and signing this form,** you are verifying that you (and/or your spouse) have attempted to obtain the Verification of Non-Filing Transcript from the IRS or other tax authorities and was unable to obtain the required documentation.

**Section A – Certification of Non-Tax Filing** (PLEASE CHECK BOX BELOW IF NOT FILING)

I (we) certify that I (we) have not and will not file a 2016 U.S. Income Tax Return IRS Form 1040, 1040A, or 1040EZ and are not required to file.

**Section B - 2016 Source(s) of Income**

You (and/or your spouse) must document all income earned from work as well as the sources of non-taxed income and your means of support for the **entire 2016** calendar year. Please answer each of the questions in Section B.

1.	<u>Employer/Type of Work</u>	<u>Period of Work</u> (MM/YY – MM/YY)	<u>Total Earnings (2016)</u>
	_____	_____	_____
	_____	_____	_____
2.	<u>Source of Untaxed Income</u>	<u>Monthly Amount</u>	<u>Period benefits were received in 2016</u> (give month and year)
	_____	_____	_____
	_____	_____	_____

**Section C – Certification and Signatures**

I listed earned income from work and have attached my 2016 W-2 or equivalent document

**My signature below certifies that all of the above information is true and correct.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Spouse Signature: \_\_\_\_\_ Date: \_\_\_\_\_