

# Northeastern University

## Student Financial Services

354 Richards Hall      fax: 617.373.8735  
 360 Huntington Ave    sfs@northeastern.edu  
 Boston, MA 02115      studentfinance.northeastern.edu

### 2018 Tax Year Student Non-Tax Filer's Statement

The instructions and certifications below apply to the student and spouse, if the student is married.

This non-filing statement should be completed if you and/or your spouse will not, did not, and **are not required** to file a 2018 federal tax return with the IRS. Once completed and signed, return this form, along with the required documentation as outlined below, to Student Financial Services via mail, fax, or email. **Please note that emailed forms must be signed and scanned. Electronic signatures are not accepted.**

**Student Information** (please print):

Student's Name: \_\_\_\_\_ NU ID or SSN: \_\_\_\_\_

Spouse's Name: \_\_\_\_\_ SSN: \_\_\_\_\_  
*(If applicable)*

**Check the box that applies and submit the necessary documentation with this form:**

- The student and spouse, if applicable, were not employed and had no income earned from work in 2018.
  - **Submit a 2018 IRS Verification of Non-filing Letter, if required, for each individual who did not file a tax return.**  
*To determine if you are required to submit an IRS Verification of Non-filing Letter, log into your myNortheastern portal, choose "My Financial Aid Status" and the "Documents" menu option. For instructions on how to request an IRS Verification of Non-filing Letter, visit our website, [studentfinance.northeastern.edu/applying-for-aid/undergraduate/next-steps](http://studentfinance.northeastern.edu/applying-for-aid/undergraduate/next-steps).*
- The student and/or spouse were employed in 2018.
  - **Complete the table below.** List the names of all employers, the amount earned from each employer in 2018, and whether a W-2 form was provided. List all employers even if the employer did not issue a W-2.
  - **Attach copies of all 2018 W-2 forms issued to the student and/or spouse by their employers.** If you are not able to obtain a copy of your original W-2 form(s), a copy of your Wage and Income Transcript, which can be requested from the IRS, is acceptable.
  - **Submit a 2018 IRS Verification of Non-filing Letter, if required, for each individual who did not file a tax return.**  
*To determine if you are required to submit an IRS Verification of Non-filing Letter, log into your myNortheastern portal, choose "My Financial Aid Status" and the "Documents" menu option.*

Employer's Name	Amount Earned in 2018	Was an IRS W-2 Provided?	Who Earned the Income?
Suzy's Auto Body Shop (Example)	\$2,000	Yes	Student

*\*If additional space is needed, provide a separate page with the student's name and NU ID at the top.*

**By signing this form, I certify that I did not, will not, and am not required to file a 2018 U.S. federal tax return. In addition, I certify that all of the information reported on this form is complete and accurate.**

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Spouse's Signature: \_\_\_\_\_ Date: \_\_\_\_\_