



Student's Name:	Emory ID (EMPL):
Email Note: Communications regarding this request will be sent via email to the students email address marked as preferred in OPUS.	Last 4 Digits of Student SSN (if ID Number Unknown): xxx - xx - _____

Document Submission Instructions

Documents requested by the Office of Financial Aid may be submitted via US mail, email or fax. **In an effort to safeguard your personal information, the Office prefers that forms be submitted via fax.** Our fax number is 404-727-6709. Should you chose another option, our address is 200 Dowman Drive, Suite 300, Atlanta, GA 30322, and our general email account is finaid@emory.edu.

Our records indicate that a member of your family will not be required to file 2015 taxes. This form should only be completed if a **tax return** was not filed, and is not required to be filed. Tax returns include 2015 IRS Form 1040, 1040A, 1040EZ, a tax return from Puerto Rico, or a foreign income tax return. Complete a separate form for each non-filer. Please ensure all supporting documents are attached (w2s, 1099s, Employer letters on letterhead for foreign income, etc.).

Complete this form if:

- You reside in the US or a US territory and earned income below the IRS tax filing threshold and are not required to file taxes.
- You reside in the US or a US territory and you did not earn income
- You reside in a foreign county and either did not earn income or earned income and are not required to file taxes
- If you meet one of the areas below, please check one of the boxes below:
 - Check here if you have already submitted a copy of your translated Wage and Tax Statement and complete **Section A**
 - Check here if you have attached your translated Wage and Tax Statement to this form and complete **Section A**
 - Check here if you have letter from your foreign employer on letterhead and complete **Sections A and B**

A: NON-FILER CERTIFICATION STATEMENT

I certify that I have not filed and am not required to file a tax return in the US, Puerto Rico or a foreign country. Warning: If you purposely give false or misleading information, you may be fined, sent to prison, or both.

Relationship to Student (check one): Student/Self Mother/Stepmother Father/Stepfather Spouse

Non-Filer's Name _____

Non-Filer's Signature _____ Date _____

B: SOURCES OF INCOME List below all of the sources and amounts for money received from January 1, 2015 through December 31, 2015. Include taxed and untaxed income, reported in USD (provide exchange rate for foreign earnings). **If no income was received, write "None"**. Also, attach copies of all W-2 forms, **1099's**, and supporting documentation for all income sources listed below. **If a W2 is not available please explain on back.**

Source or Type of Income (US and Foreign)	W-2 Issued Yes or No? (US only)	Earned Amount (in US Dollars) (US and Foreign)	Total taxes Paid Amount (in US Dollars) (Foreign Income Only)	Exchange rate used as of 12/31/15 (Foreign Income Only)
		\$	\$	
		\$	\$	
		\$	\$	
Total Income (add all of the resources)		\$	\$	

F_PNTF or F_SNTF

B: SOURCES OF INCOME CONTINUED List below all of the sources and amounts for money received from January 1, 2015 through December 31, 2015. Include taxed and untaxed income, reported in USD (provide exchange rate for foreign earnings). **If no income was received, write "None"**. Also, attach copies of all W-2 forms, **1099's**, and supporting documentation for all income sources listed below.

Source or Type of Income (US and Foreign)	W-2 Issued Yes or No? (US only)	Earned Amount (in US Dollars) (US and Foreign)	Total taxes Paid Amount (in US Dollars) (Foreign Income Only)	Exchange rate used as of 12/31/15 (Foreign Income Only)
		\$	\$	
		\$	\$	
		\$	\$	
Total Income (add all of the resources)		\$	\$	

C. If a W2 is not available please explain why.
