



Emory University  
Office of Financial Aid  
200 Dowman Drive, Suite 300  
Atlanta, GA 30322  
Phone: 404-727-6039  
Fax: 404-727-6709  
Email: finaid@emory.edu

## 2025-2026 Non-Tax Filer Statement

<b>Student Information</b>				
Student's First Name:	Student's Last Name:			
Emory ID (EMPL):	Last 4 Digits of Student SSN (if ID Number Unknown): XXX - XX - _____			
<p>Our records indicate that a member of your family will not be required to file 2023 taxes. This form should only be completed if a tax return was not filed and is not required to be filed. Tax returns include 2023 IRS Form 1040 with all schedules, 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.).</p>				
<p>Documents requested by the Office of Financial Aid may be submitted via US mail, email, or fax. <b>In an effort to safeguard your personal information, the Office prefers that forms be submitted via fax.</b> When submitting documentation, please do not submit image files or photographs.</p>				
Complete this form if:				
<ul style="list-style-type: none"><li>• 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. Please complete Section A and B and, if no W2 is being submitted, also complete Section C.</li><li>• You reside in the US or a US territory and you did not earn income. Please complete Section A and B.</li><li>• You reside in a foreign country and either did not earn income or earned income and are not required to file taxes, please answer the following:</li></ul>				
Did you earn any foreign income between January 1, 2023 and December 31, 2023? If "no" please skip to <b>Section A</b> .				
Have you already submitted a copy of your translated Wage and Tax Statement (complete <b>Sections A and B</b> )?				
Are you attaching a copy of your translated Wage and Tax Statement to this form (complete <b>Sections A and B</b> )?				
Are you attaching a letter from your foreign employer on company letterhead (complete <b>Sections A and B</b> )?				
<b>Section A: Non-Filer Certification Statement</b>				
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.				
Non-Filer's Name:		Relationship to Student:		
Non-Filer's Email Address:		Non-Filer's Signature:		
<b>Section B: Sources of Income</b>				
List below all the sources and amounts for money received from January 1, 2023 through December 31, 2023. Include taxed and untaxed income, reported in <b>USD</b> (provide exchange rate for foreign earnings). <b>If no income was received, enter "none".</b> Also, attach copies of all W2 forms, 1099s, and supporting documentation for all income sources listed below. <b>If a W2 is not available, or if you have foreign income, please explain in Section C why a W2 will not be submitted.</b>				
Source of Income (US and Foreign)	Submitting a W2? (US only)	Earned Amount (US & Foreign)	Total Taxes Paid (Foreign Income Only)	Exchange Rate Used (Foreign Income Only)
		\$	\$	
		\$	\$	

		\$	\$	
Total Income:		\$	\$	
<b>Section C: W2 Explanation</b>				
If a W2 is not available, please explain why:				