

Section D: Student and/or Spouse Filing Status

Order IRS Tax Transcript by phone: 1-800-908-9946 or online at www.irs.gov

Have you or will you be required to file a 2017 Federal income tax return? If you filed taxes and your spouse did not file taxes or vice versa, both items should be checked below and the requested documentation provided as indicated in each area.

YES, must submit a signed copy of the 2017 Federal tax return or transfer tax data utilizing the IRS Data Retrieval Tool at www.fafsa.gov

NO, please provide a Verification of Non-Filers and Wage and Income Transcript (**Please see instructions below**).

Instruction for Non-Tax Filers:

Each non-filer (parent(s) must provide documentation from the IRS dated on or after October 1, 2018 that indicates a 2017 IRS income tax return was not filed with the IRS. You can obtain a Verification of Non-filing letter by 1. Going to www.irs.gov and , click "Get Your Tax Record" and then click on "Get Transcript ONLINE." 2. Obtaining and mailing or faxing the completed 4506-T directly to the IRS. When completing the 4506-T form you must enter the student's banner Id on Line 5b of the 4506-T Form. Request the Non-filing letter be sent to directly to you and then forward a copy to the school which contains the student's name and Banner ID.

Section E: Certification Statement and Signatures

Each person signing this worksheet certifies that all of the information reported is correct and complete. If married, spouse's signature is optional.

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

X _____
Student Date

X _____
Spouse (optional) Date

Return completed form and all requested documents to:

Office of Scholarships and Student Aid
P. O. Box 19496, Durham, NC 27707

Fax: 919/530-7959

ENTER YOUR 9-DIGIT NCCU ID

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