



Clark University Office of Financial Assistance
 950 Main Street
 Worcester, MA 01610
 phone 508-793-7478 : fax 508-793-8802
 Email: finaid@clarku.edu

VERIFICATION OF EARNED INCOME FOR 2016 FOR STUDENT NON-FILERS

Student's Name: _____ Student ID: C# _____

This form needs to be returned to our office within 14 days of our request.

On the FAFSA you reported that you did not file taxes or you were not required to file taxes. Your FAFSA has been selected for verification, as a result due to federal regulations we are required to verify this information. Financial aid will be processed and applied to your student account once this completed form is reviewed.

You are required to file a tax return if you have earned income of \$6,300.00 or more for the 2016 year. If a tax return was filed, please provide us with a copy of the 2016 IRS Tax Return Transcript ordered directly from www.irs.gov

- The student was not employed and had no income earned from work in 2016.
- The student was employed in **2016** and has listed below the names of all employers, the amount earned from each employer in 2016, and whether an **IRS W-2** form is provided. This also includes any work study earnings. You must attach copies of any W-2 form(s) and/or 1099 form(s) received in 2016. List below all of the sources and amounts of money received January 1, 2016 through December 31, 2016. List every employer even if the employer did not issue an IRS W-2 form.

A copy of ALL W-2's and/or 1099's are REQUIRED

Employer's Name	2016 Amount	Did you receive a W-2 or 1099?
Bob's Auto Shop (example)	\$2,000.00 (example)	<u>If Yes please attach a copy.</u> If No, please explain why.

By signing this worksheet you certify that all of the information reported on it is complete and correct and are providing the requisite documentation of your earnings i.e. W-2

 Student's Signature (required)

 Date

Electronic signatures are not accepted