

**STUDENT INFORMATION**

\_\_\_\_\_  
Last Name First Name  
Student UID# \_\_\_\_\_

**2023-2024 Certification of Student Non-Filer/Low Income Worksheet**

Complete this form, only if you (and your spouse) did not file and were not required to file a 2021 Federal Tax Return or submitted a Federal Tax Transcript showing unusually low income.

*Note: If an Automatic 2021 Tax Extension is filed or will be filed you cannot use this form.*

We have completed an initial review of your 2023-2024 Free Application for Federal Student Aid (FAFSA). Additional information is needed to verify your 2021 income. Below is a chart that we need for you to complete using 2021 information. Please list your average household monthly expenses and how they were paid in the appropriate boxes. **In addition, attach legible copies of all 2021 W-2s.**

- If you (and your spouse) were not required to file a Federal Tax Return because of Foreign Income, please submit a copy of the Foreign Income or Foreign Tax Return with currency converted to US dollars.
- International Organization Employees must provide a letter from their employer with total income earned.
- If SNAP benefits are listed as a source used to cover expenses, we may request supporting documentation.
- For independent students, **\$0.00 cannot be listed on this form.**

Type of Household Expense	What it costs per month	Source Used to Cover Expense
1. Housing:		
2. Household Utilities (average per month): electricity, phones (landline and/or mobile), gas, water, etc.		
3. Food:		
4. Clothing:		
5. Transportation:		
6. Medical Insurance:		
<b>TOTAL:</b>		

**By signing this form, I/we certify we are not required to file a Federal Tax Return for 2021 or have provided a Federal Tax Transcript that shows unusually low income.**

*By signing this form, I/we certify all information reported on this form and within the enclosed documentation is complete and correct. I understand that providing false or misleading information may result in a \$20,000 fine, a prison sentence, or both, according to the Higher Education Act of 1965, as amended, Section 490(a). Any false or misleading information is subject to cancellation of all financial assistance.*

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