

**Non-Tax Filer Form 2014/2015 Academic Year**  
**\*Saybrook University\*747 Front Street, San Francisco, CA 94501**

To complete the federal verification process, our office is required to verify the income information that was listed on the Free Application for Federal Student Aid (FAFSA) for you and your spouse (if applicable). Please complete the section below and attach photocopies of all W-2's that you or your spouse (if applicable) received. **By completing this form, you are certifying that you and/or your spouse (if applicable) will not file and are not required to file a 2013 federal tax return.**

Student Name: \_\_\_\_\_  
Last Name First Name M.I.

<b>Sources of Income in 2013</b>	<b>Total \$ Amount in 2013</b>
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Gross Income earned by the Student in 2013. Include income from work, undocumented income, and business income if self-employed. (Attach a copy of all 2013 W-2 forms)      \$ \_\_\_\_\_

Gross Income earned by the student's spouse in 2013 (if student is married). Include income from work, undocumented income, and business income if self-employed.      \$ \_\_\_\_\_  
 (Attach a copy of all 2013 W-2 forms)

Social Security Benefits received by student in 2013      \$ \_\_\_\_\_

Temporary Assistance for Needy Families (TANF) received by student in 2013      \$ \_\_\_\_\_

Child support received by student for any dependent children in 2013      \$ \_\_\_\_\_

**Other Income received in 2013: Attach documents with asterisks**

- \* Interest/dividends      \$ \_\_\_\_\_
- \*Cash received and any money paid on student's behalf      \$ \_\_\_\_\_
- \*Veteran's non-education benefits received      \$ \_\_\_\_\_
- \*Worker's compensation and/or disability benefits received      \$ \_\_\_\_\_
- \*Alimony/spousal support received      \$ \_\_\_\_\_
- \*Unemployment compensation (student)      \$ \_\_\_\_\_
- \*Unemployment compensation (spouse)      \$ \_\_\_\_\_

By signing below, I certify the following statement(s) are true:

- I (we), (if spouse's information is provided) affirm that the above information is true and correct.
- I (we) understand that any false statements or misrepresentations will be cause for denial, reduction, withdrawal, and /or repayment of financial aid from federal, state, and institutional sources.
- I (we) further understand that if false or misleading information is given on this cortication, I (we) may be fined, sentenced to jail, or both.
- I (we) also agree to provide confirmation of any of the above information if requested, and understand that Saybrook University may ask for an official verification of non-filing directly from the IRS.

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

## 2013 FEDERAL INCOME TAX FILING REQUIREMENTS

The amounts listed are for people under the age of 65. If you are over 65, please refer to the Internal Revenue Service (IRS) instruction booklets at [www.irs.gov](http://www.irs.gov). A tax return must be filed with the IRS if your **2013** income was at least:

If your filing status is...	AND at the end of the 2012 you were...*	THEN file a return if your gross income was at least...**
Single	<ul style="list-style-type: none"> <li>• Under 65</li> <li>• 65 or older</li> </ul>	<ul style="list-style-type: none"> <li>• \$10,000</li> <li>• \$11,500</li> </ul>
Married filing jointly***	<ul style="list-style-type: none"> <li>• Under 65 (both spouses)</li> <li>• 65 or older (one spouse)</li> <li>• 65 or older (both spouses)</li> </ul>	<ul style="list-style-type: none"> <li>• \$20,000</li> <li>• \$21,200</li> <li>• \$22,400</li> </ul>
Married filing separately	<ul style="list-style-type: none"> <li>• Any age</li> </ul>	<ul style="list-style-type: none"> <li>• \$3,900</li> </ul>
Head of household	<ul style="list-style-type: none"> <li>• Under 65</li> <li>• 65 or older</li> </ul>	<ul style="list-style-type: none"> <li>• \$12,850</li> <li>• \$14,350</li> </ul>
Qualifying widow(er) with Dependent child	<ul style="list-style-type: none"> <li>• Under 65</li> <li>• 65 or older</li> </ul>	<ul style="list-style-type: none"> <li>• \$16,100</li> <li>• \$17,300</li> </ul>

\* If you were born on January 1, 1949, you are considered to be age 65 at the end of 2013.

\*\* Gross income means all income you received in the form of money, goods, property, and services that is not exempt from tax, including any income from sources outside the United States or from the sale of your main home (even if you can exclude part or all of it). Do not include any social security benefits unless (a) you are married filing a separate return and you lived with your spouse at any time during 2013 or (b) one-half of your social security benefits plus your other gross income and any tax-exempt interest is more than \$25,000 (\$32,000 if married filing jointly). If (a) or (b) applies, see the instructions for Form 1040 or 1040A or Publication 915 to figure the taxable part of social security benefits you must include in gross income.

\*\*\* If you did not live with your spouse at the end of 2013 (or on the date your spouse died) and your gross income was at least \$3,900; you must file a return regardless of your age.

### FOREIGN TAX RETURN:

If you, your parents, or your spouse filed a foreign tax return or a tax return for Puerto Rico, Guam, American Samoa, the U.S. Virgin Islands, the Republic of the Marshall Islands, the Federal States of Micronesia, or the Republic of Palau, you must submit a copy of the signed 2013 tax return to our office. Currency must be converted to U.S. dollars ([federalreserve.gov/release/h10/update](http://federalreserve.gov/release/h10/update) to review daily exchange or [www.oanda.com/converter/classic](http://www.oanda.com/converter/classic)).

### *Self-Employed Persons*

You are self-employed if you:

- Carry on a trade or business as a sole proprietor,
- Are an independent contractor,
- Are a member of a partnership, or
- Are in business for yourself in any other way.

Self-employment can include work in addition to your regular full-time business activities, such as certain part-time work you do at home or in addition to your regular job. You must file a return if your gross income is at least as much as the filing requirement amount for your filing status and age (See Chart above). Also, you must file Form 1040 and Schedule SE (Form 1040), Self-Employment Tax, if:

1. Your net earnings from self-employment (excluding church employee income) were \$400 or more, or
2. You had church employee income of \$108.28 or more. (See Publication 17 [Table 1-3.](#))
3. Use Schedule SE (Form 1040) to figure your self-employment tax. Self-employment tax is comparable to the social security and Medicare tax withheld from an employee's wages. For more information about this tax, see Publication 334, Tax Guide for Small Business.