

## Suffolk University

• Office of Student Financial Services • 73 Tremont Street • Boston, MA 02108  
617-573-8470 • 617-720-3579 (fax)

**2018 – 2019 Verification of 2016 Income Information  
Individuals with Unusual Circumstances  
(Independent Student)**

**Student's Name:** \_\_\_\_\_ **ID Number:** \_\_\_\_\_

If any of the circumstances listed below apply to the student or the student's spouse (if married), please check the appropriate box and follow the instructions listed.

**❖ This form and the requested documentation must be submitted together.**

**Individuals Granted a 2016 Filing Extension by the IRS**

Name of person granted extension \_\_\_\_\_

If an individual, required to file a 2016 IRS income tax return, has been granted a filing extension by the IRS, and the 2016 tax return has not yet been filed, please submit the following 4 items:

- Form 4868
- The IRS approval notice indicating extension has been granted.
- A '**Verification of Non-filing Letter**' from the IRS, attesting that you did not file a 2016 IRS income tax return. You can request the 'Verification of Non-filing Letter' on line at [www.irs.gov/individuals/get-transcript](http://www.irs.gov/individuals/get-transcript) or by completing IRS Form 4506-T, [www.irs.gov/pub/irs-pdf/f4506t.pdf](http://www.irs.gov/pub/irs-pdf/f4506t.pdf). If you use Form 4506-T, make sure you check box 7 and mail/fax the form to the appropriate address/number.
- 2016 W2 forms or a signed statement to verify 2016 income.

**Individuals Who Were Victims of IRS Identity Theft in 2016**

Name of person who is the victim of identity theft \_\_\_\_\_

- A victim of IRS identity theft who is not able to obtain a 2016 IRS Tax Return Transcript or use the IRS DRT must contact the **IRS at 1-800-908-4490**. Upon authentication of the tax filer's identity, the IRS will provide, a copy of the Tax Return Data Base View (TRDBV) transcript. In addition the individual must submit a signed and dated statement indicating that he/she was a victim of IRS tax-related identity theft and that the IRS has been made aware of the tax-related identity theft.

**Individuals Who Filed Non-IRS Income Tax Returns during 2016/ Foreign Tax Returns**

Name of person who filed a non-IRS return \_\_\_\_\_

- An individual who filed a 2016 income tax return with Puerto Rico, another U.S. territory (e.g., Guam, American Samoa, the U.S. Virgin Islands, the Northern Marianas Islands...) or with a foreign country, must provide a signed copy of the foreign 2016 income tax return(s). If a foreign return was filed, convert all monetary units to US dollars using the exchange rate that is in effect today.

**Student's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student's spouse** \_\_\_\_\_

(Needed if student is married)