

Verification of 2019 Income Nontax Filers Statement— Dependent Student

Student Information:

Last Name: _____ First Name _____ Student ID #: _____

Last Four SSN #: _____ Date of Birth: ____/____/____

By completing this form, you are certifying that you will not file and are not required to file a 2019 IRS Tax Return. Please check and fill out the appropriate boxes. List below any income you earned in 2019. If you were employed, you will also need to provide copies of any W-2s you have received from your employers to the Financial Services office.

Check the box that applies:

I was not employed and had no income earned from work in 2019.

I was employed in 2019 and have listed below the names of all employers, the amount earned from each employer in 2019, and whether an IRS W-2 form or an equivalent document is provided. List every employer even if the employer did not issue an IRS W-2 form.

Employer's Name	Annual Amount Earned in 2019	Did you receive a W-2 or Equivalent Document from this Employer? (Yes or No)	Provided with this form? (Yes or No)
Total Amount of Income Earned from Work:	\$		

If more space is needed, provide a separate page with the student name and ID number at the top.

By signing this worksheet, I certify that all the information I provided to qualify for federal financial aid is correct. I understand that giving false or misleading information on this worksheet can result in a fine, jail sentence, or both.

 Student Signature

 Date

NET Partner Document Upload Instructions

1. Save your document to your computer only as a PDF or JPEG file that is a file size of 25MB or less.
2. Login to SchreinerOne at <https://info.schreiner.edu/ICS/>
3. Click the "Students" tab at the top.
4. Click the "Financial Aid" link on the left side.
5. Look for the "NET Partner" link in the center.
6. After the new site opens, ensure the correct "Current Award Year:" is selected at the top of the page.
7. Click the Menu icon at the top and click "Required Documents".
8. "Upload it now!" will appear next to the documents you are able to upload.
9. Click the Browse button, select your file, and then click the Upload button.
10. Confirm that you receive a message that says "Your file was uploaded successfully..."
If you do not receive this message, you will need to try again.
11. The "Upload it now!" option will disappear next to the document on your NET Partner home screen and the Status will change to "Not Reviewed".
12. After the Financial Services department has reviewed the document, the status will change to "Received", "Incomplete", or back to "Not Received" if the document uploaded was incorrect.
13. If the status returns to Not Received, the "Upload it now!" option will reappear to allow you to upload the corrected document.

Documents may also be faxed to (830) 257-3233, sent by postal mail, or hand delivered to the Financial Services department in the Welcome Center. However, to ensure the most secure and timely receipt and processing of your documents, you are encouraged to use your NetPartner account.