

## Non Tax Filer for Reasons Other than Low Income

SUNY Potsdam Financial Aid  
44 Pierrepont Avenue, Potsdam, NY 13676  
Phone: (315) 267-2943 • Email: [finaid@potsdam.edu](mailto:finaid@potsdam.edu)

Student Name: \_\_\_\_\_

Potsdam ID: \_\_\_\_\_

Name of Person Completing Form (for FAFSA Contributors): \_\_\_\_\_

**INSTRUCTIONS:** Yourself and/or a contributor on your FAFSA indicated they did not file a tax return for reasons other than low income. We are required to verify you and/or your contributor had a valid reason per IRS guidelines to not file a federal tax return before we can disburse your federal student aid. As a reminder you can view the 2023 tax income filing limits here: <https://www.irs.gov/newsroom/who-needs-to-file-a-tax-return>

**Please read and check the option below** which best states your intention regarding your FAFSA application. Be sure to submit all required information.

1. Check the option below that best states your intention regarding your FAFSA application:

- I made an error when I indicated I did not file due to reasons other than low income. I will correct my FAFSA and provide my 2023 tax information on the FAFSA. Contact Financial Aid if you have difficulty updating the FAFSA application.
- I did not file a tax return but it was because of low income. List earned income and source of income here:
- I did not file a tax return for reasons other than low income. Describe reason for not filing here:

2. By signing below I am certifying the above checked information is correct and I will follow through on any documentation requested.

\_\_\_\_\_  
Signature of Person Completing the Form

\_\_\_\_\_  
Date

**Upload this form to our secure file location at <https://filedrop.potsdam.edu/finaid>**