

## Sworn Statement - Did Not File IRS Tax Return

**Signatures must be in ink. Form must be notarized.  
Once completed, upload directly to your FACTS application.**

Instructions: We require all applicants to verify their income. If an applicant does not file a Form 1040 (U.S Individual Tax Return), a sworn statement must be completed for applicant and any adult living in the household who did not file a 2023 tax return Form 1040. The purpose of this requirement is to enable you to support your claim of low or no income. You may be required to supply other documentation to confirm your household income as we cannot process an application without verification. Each adult in the household claiming that they do not file will be required to provide documentation verifying their “Did Not File” status after June 15<sup>th</sup> (as determined by the IRS). Every adult in the household who did not file taxes and is not claimed as a dependent on a provided Tax Return must complete a form. The person who claims the student must be on the application or submit their own application.

**I DECLARE THAT I DID NOT FILE A FEDERAL TAX RETURN FOR THE 2023 YEAR.  
I UNDERSTAND THIS FORM ACTS AS MY VERIFICATION OF NON-FILING AND THAT I MAY BE  
REQUIRED TO SUBMIT ADDITIONAL DOCUMENTATION TO VERIFY INCOME.  
I DECLARE THAT ALL OF THE STATEMENTS HERE ARE TRUE AND COMPLETE.**

I/we, (Applicant Name): \_\_\_\_\_ did not file a 2023 tax return for the following reason (check one):  
 \_\_\_\_\_ I/we received no taxable income. ***\*Further documentation will be requested.***  
 \_\_\_\_\_ Other – Check a reason from below table.  
 \_\_\_\_\_ The total number of people living in the household in 2023.

Check the option that applies.	I do not file taxes because:	Check the option that applies.	I do not file taxes because:
<input type="checkbox"/>	Income is under the \$600 minimum 1099 Form Self-Employment from any business or professional practice as a sole proprietor.	<input type="checkbox"/>	I received Social Security Disability - Form SSA-1099.
<input type="checkbox"/>	Earned income is under the \$12,950 minimum W-2 Form.	<input type="checkbox"/>	I received TANF - Temporary Assistance for Needy Families.
<input type="checkbox"/>	I received Welfare.	<input type="checkbox"/>	I am a Student.
<input type="checkbox"/>	I received SNAP - Supplemental Nutrition Assistance Program.	<input type="checkbox"/>	I am a Non-Citizen.

Applicant Signature	Date	Co-Applicant Signature	Date
Applicant Legal Name (Print)		Co-Applicant Legal Name (Print)	

**Notary Information:** This form must be notarized and uploaded to your FACTS application along with any other supporting documentation.

Date: \_\_\_\_\_

Notary Name (Please Print) and Signature \_\_\_\_\_ Place stamp here:

