

Capturing Wages for Families that DO NOT FILE (DNF) Taxes

When reviewing financial aid applications schools often find that many of the families that show the most need for assistance are those that do not file a tax return. Within your FACTS reporting these families are identified with the status of **DNF (Does Not File)**. Because these families do not file a tax return they are not required to send in their Federal 1040 and therefore never move to a VER (Verified) status. This makes it very important for the school to take a closer look at these families to verify where their annual income is coming from. Many times these families are living off non-taxable income such as food stamps, social security, child support, family support, etc. There are also situations where the family is working a part/full-time job, but not filing a tax return because either they do not make enough to require filing or are choosing not to file. To help gather that income information we have added a custom question to the FACTS application that is provided in the screen shot below. It is important to note that this income is NOT added automatically to the family's income, but can be easily added via an institution income adjustment.

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Non-Taxable Income
 Required fields are marked with *
 If you collect any non-taxable income, please select it below.

Child Support
 Temporary assistance for needy families (TANF)
 Welfare
 Supplemental Nutrition Assistance Program (SNAP)
 Tuition support from friends/relatives/employers
 Workers' Compensation
 Other Non-taxable Income (e.g. Clergy/Pastoral/Military Housing Allowance, Foster Care Allowance, VA Benefits, etc.)

Social Security
 If household members collect non-taxable social security income, please select it below.

Applicant Name
 Co-Applicant Name
 Preview Student
 Student Name
 Other Household Members

Additional Questions
 DOES NOT FILE TAXES ONLY: Annual Wages Earned

To make your reviewing process easier, we have created a “DNF Wages” report that can be found within your dashboard. This report will make reviewing this information easier and also allows you to make income adjustments directly to the family’s assessment. By choosing the “Edit-Open Column” option within the Action drop down, you can make adjustments in mass to all of your families at once.

DNF Wages [Create a new report](#) | [Modify this report](#) DNF Wages

Action Edit - Open Column

[Save](#)

[Print/View Options](#)

App ID	Applicant Name	Regular App Status	Early App Status	DNF Wages - Boston Archdiocese	W-2 Wages	Tax Return Wages	Institution Income Adjustment	Tax Return Year	W-2 Year	Submit Date	Last Receipt Date	Regular Verified Date	Ei Vt Di
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		SBM	VER		5,400	26,351	0	2016	2016	11/26/2017	12/18/2017		12
		SBM	VER		15,556	15,556	0	2016	2016	01/10/2018			01
		SBM	VER		80,354	80,356	0	2016	2016	12/03/2017	01/05/2018		01
		SBM	VER		40,516	22,275	0	2016	2016	12/18/2017			12
		SBM	VER		19,384	19,385	0	2016	2016	12/12/2017			12
		SBM	VER		119,496	119,497	0	2016	2016	12/06/2017			12
		SBM	VER		35,778	35,778	0	2016	2016	11/07/2017			11

Below is a breakdown of the different column headers to better explain where these data points are coming from. Please contact FACTS with further questions regarding this report and the FACTS formula in general.

App ID	Applicant Name	Regular App Status	Early App Status	DNF Wages - Boston Archdiocese	W-2 Wages	Tax Return Wages	Institution Income Adjustment	Tax Return Year	W-2 Year	Submit Date	Last Receipt Date	Regular Verified Date

DNF Wages – Self reported wages listed on the application by the applicant. This amount should reflect the annual wages earned for a family that does not file a tax return. Only families that have indicated they Do Not File (DNF) taxes should have an amount in this column.

W-2 Wages - Wages pulled directly from the family’s submitted W2 forms.

Tax Return Wages – Wages pulled directly from the family’s submitted Federal 1040.

Institution Income Adjustment – Income adjustment amount made by the school. By using the “Action” drop down, you can make income adjustments in mass. This adjustment can also be made within the Application Summary page.

Tax Return Year – Federal Tax Return received by FACTS.

W-2 Year – W2s received by FACTS

Submit Date – Date the application was filled out online by the family.

Last Receipt Date – Date FACTS last received supporting documentation from the family.

Regular Verified Date – Date FACTS verified the application’s income from their most recent Federal Tax Return.

IMPORTANT NOTE: Please understand that no information gathered from the application by FACTS will be reported or provided to any third party. Families that do not file Federal taxes because of a non-citizen status should not worry that the wage information provided will be reported outside of institutions listed on the application. Please see the excerpt below from our terms & conditions provided to families at the submission of their application. It is important to train families on how to properly report their income within the application and comfort them in knowing their information will not be shared with a third party.

Privacy and Security

Data collected and stored by FACTS pursuant to this application is considered the property of the participating institution. The data will not be used by FACTS in any manner not approved by the participating institution and will not be shared with any third parties without the prior consent of the institution unless requested by you or as required by applicable law. Access to the data shall be restricted except to the extent that FACTS associates must access the data to provide service to you or the institution. FACTS maintains physical, procedural, and electronic safeguards to protect data from being accessed by unauthorized third parties.