



## 2019-2020 Parent Verification of Non-tax Filing Status

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

Student ID Number: \_\_\_\_\_

*Please complete this form for all parents listed on the FAFSA who will not file and are not required to file a 2017 income tax return with the IRS. **MUST COMPLETE Steps 1 and 2.***

**Step 1: Check all boxes that apply and complete the chart below (if applicable).**

- Neither parent was employed, and neither had income earned from work in 2017.
- One or both parents were employed in 2017. Please provide copies of all 2017 IRS W-2 forms or equivalent documents issued to the parent(s) by their employers.

**List below the names of all employers and the amount earned from each employer in 2017. Be sure to list every employer even if they did not issue you a W-2 form.**

Parent Name	Name of Employer/Source of Income	2017 Earnings
<b>Total Amount of Income Earned from Work in 2017</b>		

**Step 2: VERIFICATION OF NON-FILING-** Please provide documentation from the IRS dated after 10/1/2018 that indicates a 2017 federal tax return was not filed with the IRS. This can be obtained by either:

- a. Completing and checking box 7 on **IRS Form 4506-T** (Request for Transcript of Tax Return), and mailing/faxing it to the IRS. This form can be found at [www.irs.gov](http://www.irs.gov).
- b. Using the online **IRS Get Transcript service** at [www.irs.gov](http://www.irs.gov).

By signing this worksheet, I certify that all the information reported is complete and correct.

**Warning:** *If you purposely give false or misleading information on this worksheet, you may be fined, sent to prison, or both.*

Parent Signature: \_\_\_\_\_

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

**Please return the completed and signed form to the Financial Aid Office by mail or in person. Our contact information is listed at the top of this form. Return this form as soon as possible so that your financial aid will not be delayed.**