

2018-2019 Parent Verification of Nontax Filing Status

Student Name: _____ **Student ID Number:** G _____

In order to confirm your nontax filing status, you must complete both steps listed below:

Step 1 – Request and submit a verification of Nonfiling Letter to the Office of Financial Aid & Scholarships. Please use one of the two options below to request this letter from the IRS:

Option 1: You may request your Verification of Nonfiling Letter online by visiting www.irs.gov and selecting “Get My Tax Record” and then “Get Transcript Online”. *Not everyone is eligible for Option 1. If this option does not work for you, you must use option 2.*

Option 2: Visit www.irs.gov/form4506t to complete an IRS Form 4506-T to request a Verification of Nonfiling Letter from the IRS. When completing the 4506-T, the following fields are required: #1-4, check box #7 “Verification of Nonfiling”, enter 12/31/2016 in field #9 and sign. Please allow 5-10 calendar days for processing.

Step 2 – Check all boxes that apply and complete the table below (*if applicable*).

- Neither parent was employed, nor earned income from employment in 2016.
- One or both parents were employed in 2016. Please provide copies of all 2016 IRS W-2 forms issued to the parents by their employers.

Please list below the names of all employers, the amount earned from each employer in 2016, and whether an IRS W-2 form is provided. Please list every employer even if the employer did not issue an IRS W-2 form.

Source of Income/Name of Employer	Name of Person Who Earned Income	Total Amount Earned in 2016
<i>Example: Family Fare</i>	<i>John Smith</i>	<i>\$125</i>
Total Amount of Income Earned from Work in 2016		

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

By signing this worksheet, I certify that all of the information reported to qualify for federal student aid is complete and correct. All attachments and supporting documents are true to the best of our knowledge. I further understand that purposely giving false or misleading information may result in a fine, jail terms, or both.

Parent Signature: _____ **Date:** _____

Please return your completed form to the Office of Financial Aid & Scholarships by email, fax, U.S. mail, or in person. Be sure to include your name and G Number on all pages. Missing information may delay processing.