

## Certification of Non-Tax Filing Status for 2018 2020-2021 Academic Year for PARENT(S) of Student

**INSTRUCTIONS:** This form should be completed by the parent(s) listed on the student’s 2020-2021 Financial Aid Application. This form is required for when a student’s parent(s) did not and were not required to file a 2018 income tax return with the IRS or other relevant taxing authority.

Student Name: \_\_\_\_\_ SSN: \_\_\_\_\_ SID: \_\_\_\_\_

Parent 1 Name: \_\_\_\_\_ Parent 2 Name: \_\_\_\_\_

**A. 2018 Employment and Earnings**

Check the box that applies:

- Parent(s) were not employed and had no income earned from work in 2018 (**skip to part C**).
- Parent(S) were employed in 2018.

**B. Verification of 2018 Income for Non-Tax Filers**

List the names of all employers and the income earned from each employer in 2018, even if the employer did not issue a W-2 form. Non-Tax Filers must provide 2018 W-2’s or documentation for all U.S. and/or foreign income.

Employer’s Name	IRS W-2 provided?	Annual Amount Earned in 2018	Name of Individual Who Earned Funds
(Example) ABC’s Auto Body Shop	Yes	\$4,500.00	Parent Name

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

Check the box that applies:

- Parent(s) have submitted 2018 W-2’s or documentation for all U.S. and/or foreign income
- Parent(s) are unable to submit 2018 W-2’s or documentation. *In the box below, please explain why the W-2 or documentation is unavailable and cannot be provided in a timely manner.*

**C. 2018 IRS “Verification of Nonfiling Letter” dated on or after October 1st, 2019**

Check the box that applies:

- Parent(s) have turned in the required IRS “Verification of Non-filing Letter(s)” for 2018.
- Parent(s) have not yet turned in the required IRS “Verification of Non-filing Letter(s)” for 2018. I understand that the student’s financial aid application cannot be finalized until this documentation is submitted.
- Parent(s) attempted to get the IRS “Verification of Non-filing Letter(s) but has been unable to get a copy from the IRS. Parent must sign an affidavit and provide W-2’s or other documentation for all income sources in 2018.

**D. CERTIFICATION:** By completing this form and signing below, I confirm that I did not and was not required to file a Tax Return for 2018. Each person signing this worksheet certifies that all of the information reported on it is complete and correct. **WARNING:** If you purposely give false or misleading information on this worksheet, you may be referred to the Office of Inspector General and/or be liable to repay all aid received. **Note: Signatures cannot be typed.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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