

## Certification of Non-Tax Filing Status for 2016 2018-2019 Academic Year for PARENT(S) of Student

**INSTRUCTIONS:** This form should be completed by the parent(s) listed on your 2018-2019 Financial Aid Application (either living together or married). This form is required if they did not and were not required to file a 2016 income tax return with the IRS or other relevant taxing authority.

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

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

**A. 2016 Employment and Earnings**

Check the box that applies:

- Parent(s) were not employed and had no income earned from work in 2016 (**skip to part C**).
- Parent(s) were employed in 2016.

**B. Verification of 2016 Income for Non-Tax Filers**

List the names of all employers, amount earned from each employer in 2016, whether or not an IRS W-2 form was provided. List every employer even if the employer did not issue an IRS W-2 form.

- Copies of all 2016 W-2's from income earned from US employers **must** be provided. I understand that delays in turning this in will delay the student's financial aid application.

Employer's Name	IRS W-2 provided?	Annual Amount Earned in 2016	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.*

**C. 2016 IRS "Verification of Nonfiling Letter" dated on or after October 1st, 2017**

Check the box that applies:

- Parent(s) have turned in the required IRS "Verification of Nonfiling Letter(s)" for 2016.
- Parent(s) have not yet turned in the required IRS "Verification of Nonfiling Letter(s)" for 2016. I understand that the student's financial aid application cannot be finalized until this is submitted.

**D. CERTIFICATION:** 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.

By completing this form and signing below, I confirm that I did not and was not required to file a US IRS Tax Return for 2016.

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

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

**Note: Signatures cannot be typed.**