

VERIFICATION OF 2016 INCOME INFORMATION FOR PARENT NONTAX FILERS

Student Name: _____ Campus Wide I.D.#: _____

If one or both parents will not file a federal tax return, are not required by the IRS to file, and were not employed in 2016/had no income earned from work, submit:

An IRS Verification of Non-Filing Letter

If one or both parents will not file a federal tax return, are not required by the IRS to file, and were employed in 2016, submit:

- Completed table (below) listing all employers and amount earned
- W-2s or 1099s for every employer listed. If no document is available, please explain. You must list all employers even if they did not provide a document.
- An IRS Verification of Non-Filing Letter

Note: If you were issued a 1099 or were not issued any income documentation from your employer, you may be required to file a 2016 Federal Income Tax Return. If you earned more than \$400 in untaxed income, please complete an IRS form Schedule C. If net profit from line 31 of the schedule C is more than \$400, you will be required to file taxes. If you are not required to file taxes, submit a completed IRS form Schedule C and sign and date the bottom of the form.

Employer's Name	2016 Amount Earned	IRS W-2 Provided? If not, please explain.
<i>Al's Auto Body Shop (example)</i>	<i>\$2,000.00</i>	<i>Yes</i>

Request an IRS Verification of Non-Filing Letter:

- If the non-filer has their own credit card account, auto loan, home mortgage, or line of credit, use the "Get Transcript Online" option at www.irs.gov/transcript.
- Any non-filer who does not have their own credit account must complete form 4506-T and fax or mail it to the IRS. You cannot request this letter over the phone.

By signing below, I (we) certify that all the information reported on this worksheet is complete and correct. **WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.**

Parent Signature: _____ Date _____

Parent Name: _____