

Non-Filer Verification for PARENTs
Calendar year 2017 for the 2019-2020 Academic Year

 Print Student Name Student T#

 Print Parent 1 Name Print Parent 2 Name

TAX RETURN NONFILERS (FAFSA indicates you **DID NOT FILE & were NOT REQUIRED** to file, according to IRS guidelines).

Check the option below that applies:

Parent 1 Parent 2

_____ _____ Was NOT employed and had NO income earned from work in calendar year 2017

_____ _____ Was employed in 2017, but was not required to file a federal tax return.

List below the names of all of the parent’s employers, the amount earned from each employer, and attach all W2s. List every employer even if they did not issue a W-2. ***A written explanation must be provided for any employer that did not provide a W-2 form.*** (If more space is needed, attach a separate page with the student’s name and T# at the top.)

Employer’s Name	Name of Parent Who Earned this Amount	2017 Amount Earned

NOTICE: An individual who did not file an IRS tax return for the relevant year is required to submit proof from the IRS that they did not file a return, along with this completed and signed form. This may be obtained as instructed below and must be submitted with this document. IF you encounter problems with obtaining this document, you must communicate with the Financial Aid Office.

IRS Contact Information for proof of non-filing: (a separate Verification of Non-Filing Letter is required for each non-filer)

Go to www.irs.gov

- 1) Create an account with the IRS and print Verification of Non-filing letter online
- 2) Order by mail / request Verification of Non-filing letter
- 3) print IRS Form 4506-T, request Verification of Non-Filing (VONF) Letter for the 2017 tax year. Check box 7 and enter 12/31/2017 on line 9.

SIGN THIS WORKSHEET: *(The non-filing parent (s) MUST sign).*

By signing this worksheet, I certify that all the information reported to qualify for federal student aid 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 1 Signature

 Date

 Parent 2 Signature

 Date

Please mail to: **TTU FINANCIAL AID, Campus BOX 5076, COOKEVILLE, TN 38505** or fax to **931-372-6309**