

PTAX

**Parent Non-Tax Filer Form**  
**2016-2017**

Purpose of Form

Generally, the Parent Non-Tax Filer Form is requested to confirm gross earnings that a parent may have received in 2015 even though that parent may not have filed a tax return. This form may also be requested if the parent was erroneously reported to be a tax filer on the Free Application for Federal Student Aid (FAFSA) and/or the CSS PROFILE.

General Instructions

If your parent or step-parent is required to file a U.S. federal income tax return for 2015, you should not submit the Parent Non-Tax Filer Form. Instead, you should submit a signed copy of your parent(s)' U.S. federal income tax return.

If your parent or step-parent is required to file a foreign income tax return for 2015, you should not submit the Parent Non-Tax Filer Form. Instead, you should submit a signed copy of your parent(s)' foreign income tax return, translated into English with the currency notated.

If one or both of your parents were not employed and had no income earned from work in 2015, check the applicable box(es) to indicated this.

To complete this form, list each source of income received by your parent(s) in 2015. Examples of income include earnings from work, social security benefits, disability benefits, child support, retirement and/or pension distributions. Income received from U.S. and foreign sources should be reported. Please report the gross amount received from each employer for all of 2015 in the second column. **For each employer who issued your parent(s) a W-2 in 2015, please write "Yes" in the third column and attach a copy of the W-2 form.** For each employer who did not issue a W-2 in 2015, please write "No" in the third column.

You should list every employer even if they did not issue an IRS W-2 form. Attach additional pages if necessary.

Forms received without the appropriate signature(s) or with missing information or missing pages are considered incomplete and must be resubmitted. This will delay the evaluation of your financial aid eligibility and the awarding of your financial aid.

**PTAX**

**Parent Non-Tax Filer Form  
2016-2017**

Student's University ID:     -      or SIS ID:

Student's Full Name: \_\_\_\_\_  
 (LEGAL NAME - PRINT) first middle last

**This form should only be completed by the parent(s) who did not file and is not required to file a U. S. federal income tax return or foreign income tax return for 2015.**

**PARENT/STEP-PARENT 1 NAME:** \_\_\_\_\_  
 (LEGAL NAME - PRINT) first middle last

RELATIONSHIP TO STUDENT: \_\_\_\_\_

Check this box if you (parent/step-parent 1) were not employed and had no income earned from work in 2015.

Employer's Name	Gross Earnings in 2015	IRS W-2 Issued? Write Yes or No

**For each employer who issued a W-2, you must attach a copy of the form.**

**PARENT/STEP-PARENT 2 NAME:** \_\_\_\_\_  
 (LEGAL NAME - PRINT) first middle last

RELATIONSHIP TO STUDENT: \_\_\_\_\_

Check this box if you (parent/step-parent 2) were not employed and had no income earned from work in 2015.

Employer's Name	Gross Earnings in 2015	IRS W-2 Issued? Write Yes or No

**For each employer who issued a W-2, you must attach a copy of the form.**

**CERTIFICATION STATEMENT:** I certify that I have not filed and am not required to file a 2015 U. S. federal income tax return or a 2015 foreign tax return. I also certify that all the information reported to qualify for federal aid is complete and correct to my knowledge. If additional documentation is required, I will submit those documents in a timely manner. I understand that if I purposely give false or misleading information, I may be fined, sentenced to jail, or both.

PARENT/STEP-PARENT 1 SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_

PARENT/STEP-PARENT 2 SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_