

PTAX

**Parent Non-Tax Filer Form
2021-2022**Purpose of Form

Generally, the Parent Non-Tax Filer Form is requested to confirm gross earnings that a parent may have received in 2019 even though that parent was not required to file 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 stepparent is required to file a U.S. federal income tax return for 2019, 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 stepparent is required to file a foreign income tax return for 2019, 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 2019, check the applicable box(es) to indicate this.

To complete this form, list each source of income received by your parent(s) in 2019. 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 2019 in the second column. **For each employer who issued your parent(s) a W-2, 1099, or Wage Statement in 2019, please check "Yes" in the third column and attach a copy of the W-2 form.** For each employer who did not issue a W-2, 1099, or Wage Statement in 2019, please check "No" in the third column. **If your parents cannot locate their W-2s or 1099s, they may obtain a Wage and Income Transcript from the IRS free of charge, you may obtain a Wage and Income Transcript from the IRS free of charge or contact your employer to request that your 2019 W2/1099 be reissued. Foreign wage earners should submit their 2019 earning statement.**

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.

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Parent Non-Tax Filer Form 2021-2022

 Student's University ID: - or SIS ID:

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

This form should only be completed by a parent (or parents) who did not file and was not required to file a U. S. federal income tax return or foreign income tax return for 2019.

PARENT/STEPPARENT 1 NAME: _____
(LEGAL NAME - PRINT) first middle last

RELATIONSHIP TO STUDENT: _____

 Check this box if you (parent/stepparent 1) were not employed and had no income earned from work in 2019.

Employer's Name	Gross Earnings in 2019	IRS W-2/1099/Wage Statement Issued?
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No

For each employer who issued a W-2/1099, you must attach a copy of the W-2/ 1099 form. If you are unable to locate your 2019 W2(s) you should request an IRS 2019 Wage and Income Transcript from the IRS free of charge or contact your employer to request that your 2019 W2/1099 be reissued. Foreign wage earners should submit their 2019 earning statement.

PARENT/STEPPARENT 2 NAME: _____
(LEGAL NAME - PRINT) first middle last

RELATIONSHIP TO STUDENT: _____

 Check this box if you (parent/stepparent 2) were not employed and had no income earned from work in 2019.

Employer's Name	Gross Earnings in 2019	IRS W-2/1099/Wage Statement Issued?
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No

For each employer who issued a W-2/1099, you must attach a copy of the W-2/1099 form. If you are unable to locate your 2019 W2(s) you should request an IRS 2019 Wage and Income Transcript from the IRS free of charge or contact your employer to request that your 2019 W2/1099 be reissued. Foreign wage earners should submit their 2019 earning statement.

CERTIFICATION STATEMENT: I certify that I have not filed and am not required to file a 2019 U. S. federal income tax return or a 2019 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/STEPPARENT 1 SIGNATURE _____ Date _____

PARENT/STEPPARENT 2 SIGNATURE _____ Date _____