PNF24

2023-2024
Parental Tax Non-Filer Form

Please Use Black or Blue Ink

Student Legal Name:	OSU Student ID ("A" plus 8 digits)
	A

You (the parent) indicated on your 2023-2024 Free Application for Federal Student Aid (FAFSA) that you will not file a 2021 Federal Income Tax Return. Our office is required by federal regulation to verify that information. Please complete the section(s) below, following the instructions provided. **No determination of aid eligibility or disbursement of funds can be made until all requested documents are received and reviewed.**

This is a two-page form. Parent 1 information is reported on this page; Parent 2 information is reported on the next page. Complete the appropriate page(s) for the parent(s) who were listed on the student's 2023-2024 FAFSA.

Section I (Parent 1 as listed on the FAFSA only):

Please check ***one*** of the following:

☐ I filed a 2021 Federal Income Tax Return and will use one of the following options to submit my 2021 tax information:

- Make corrections to the FAFSA (studentaid.gov) using the IRS Data Retrieval Process to add your 2021 tax information. **OR**
- Go to www.irs.gov/Individuals/Get-Transcript and request a 2021 **Tax Return Transcript**. Submit a legible, unaltered copy of the transcript to our office with your student's ID listed at the top.

(Skip to Certification/Signature Section.)

☐ I will not file a 2021 Federal Income Tax Return and am not required to file a return. **(Continue to Section II.)**

Section II (Parent 1 as listed on the FAFSA only):

1. If you won't file a 2021 Federal Income Tax Return, and are not required to file, **you must request a Verification of Non-filing Letter from the IRS.** Go to www.irs.gov/Individuals/Get-Transcript and request a 2021 **Verification of Non-filing Letter.** Submit a legible, unaltered copy of the letter, dated after October 1, 2022, to our office with your student's ID listed at the top.
2. Check the appropriate box, below, and provide the information requested.

☐ I was unemployed during the 2021 calendar year. (Be sure to provide a copy of the **IRS Verification of Non-filing Letter**).

☐ I will not file a 2021 Federal Income Tax Return, and am not required to file. In addition to providing a copy of the **IRS Verification of Non-filing Letter**, you **must** list all your employer(s) and any income received, whether or not you received a W-2 **AND** provide all W-2 forms, or equivalent documents (i.e., 1099) issued by your employer(s).

Name of Employer(s)	IRS W-2 Issued?		Amount(s) Earned
	☐ Yes	☐ No	$
	☐ Yes	☐ No	$
	☐ Yes	☐ No	$

Certification/Signature (Parent 1 as listed on the FAFSA only):

Certification/Signature:

Each person signing below certifies that all of the information reported is complete and correct. The student and one parent whose information was reported on the FAFSA must sign and date. **If you purposely give false or misleading information on this form, you may be fined, be sentenced to jail, or both.**

_____ _____

Student's Signature *(Stylus or ink pen only)* **Date**

_____ _____

Parent's Signature *(Stylus or ink pen only)* **Date**

_____

Printed Legal Name of Parent Who Signed Above **Street Address** **City** **State** **Zip**

This is a two-page form.
Parent 1 information is reported on this page;
Parent 2 information is reported on the next page.

Oklahoma State University, as an equal opportunity employer, complies with all applicable federal and state laws regarding non-discrimination and affirmative action. Oklahoma State University is committed to a policy of equal opportunity for all individuals and does not discriminate based on race, religion, age, sex, color, national origin, marital status, sexual orientation, gender identity/expression, disability, or veteran status with regard to employment, educational programs and activities, and/or admissions. For more information, visit https:///eeo.okstate.edu.

(This side is to be completed and signed **by Parent 2** Only)
Please Use Black or Blue Ink

_____ **A**_____
Student Legal Name **Student OSU Student ID**

Section I (Parent 2 as listed on the FAFSA only):

Please check ***one*** of the following:

❑ I filed a 2021 Federal Income Tax Return and will use one of the following options to submit my 2021 tax information:

- Make corrections to the FAFSA (studentaid.gov) using the IRS Data Retrieval Process to add your 2021 tax information. **OR**
- Go to www.irs.gov/Individuals/Get-Transcript and request a 2021 **Tax Return Transcript**. Submit a legible, unaltered copy of the transcript to our office with your student's ID listed at the top.

(Skip to Certification/Signature Section.)

❑ I will not file a 2021 Federal Income Tax Return and am not required to file a return. **(Continue to Section II.)**

Section II (Parent 2 as listed on the FAFSA only):

1. If you won't file a 2021 Federal Income Tax Return, and are not required to file, **you must request a Verification of Non-filing Letter from the IRS.** Go to www.irs.gov/Individuals/Get-Transcript and request a 2021 **Verification of Non-filing Letter.** Submit a legible, unaltered copy of the letter, dated after October 1, 2022, to our office with your student's ID listed at the top.
2. Check the appropriate box, below, and provide the information requested.

❑ I was unemployed during the 2021 calendar year. (Be sure to provide a copy of the **IRS Verification of Non-filing Letter**).

❑ I will not file a 2021 Federal Income Tax Return, and am not required to file. In addition to providing a copy of the **IRS Verification of Non-filing Letter**, you **must** list all your employer(s) and any income received, whether or not you received a W-2 **AND** provide all W-2 forms, or equivalent documents (i.e., 1099) issued by your employer(s).

Name of Employer(s)	IRS W-2 Issued?		Amount(s) Earned
	☐ Yes	☐ No	$
	☐ Yes	☐ No	$
	☐ Yes	☐ No	$

Certification/Signature (Parent 2 as listed on the FAFSA only):

Certification/Signature:

Each person signing below certifies that all of the information reported is complete and correct. The student and one parent whose information was reported on the FAFSA must sign and date. **If you purposely give false or misleading information on this form, you may be fined, be sentenced to jail, or both.**

_____ _____
Student's Signature *(Stylus or ink pen only)* **Date**

_____ _____
Parent's Signature *(Stylus or ink pen only)* **Date**

_____
Printed Legal Name of Parent Who Signed Above **Street Address** **City** **State** **Zip**

This is a two-page form.
Parent 1 information is reported on the first page;
Parent 2 information is reported on this page.

Return to: Office of Scholarships and Financial Aid
119 Student Union, Stillwater, OK 74078-5061
Fax: (405) 744-6438 *(if you fax, please do not mail the form)*

Questions?
Email: finaid@okstate.edu
Phone: (405) 744-6604
Web: financialaid.okstate.edu

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