



2018-2019 Parental Tax Non-Filer Form

PNF19

Please Use Black or Blue Ink

OSU Banner ID ("A" plus 8 digits)							
A							

Student Name:

You (the parent) indicated on your 2018-2019 Free Application for Federal Student Aid (FAFSA) that you will not file a 2016 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 2018-2019 FAFSA.

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

Please check **one** of the following:

- ☐ I filed a 2016 Federal Income Tax Return and will use one of the following options to submit my 2016 tax information:
- Make corrections to the FAFSA (fafsa.gov) using the IRS Data Retrieval Process to add your 2016 tax information.
- OR**
- Go to www.irs.gov/Individuals/Get-Transcript and request a 2016 **Tax Return Transcript**. Submit a legible, unaltered copy of the transcript to our office with your student's Banner ID listed at the top.
- (Skip to Certification/Signature Section.)**

- ☐ I will not file a 2016 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):

- If you won't file a 2016 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 2016 **Verification of Non-filing Letter**. Submit a legible, unaltered copy of the letter, dated after October 1, 2017, to our office with your student's Banner ID listed at the top.
- Check the appropriate box, below, and provide the information requested.

- ☐ I was unemployed during the 2016 calendar year. (Be sure to provide a copy of the **IRS Verification of Non-filing Letter**).

- ☐ I will not file a 2016 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
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	\$
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	\$
	<input type="checkbox"/> Yes	<input type="checkbox"/> 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 (electronic signature not acceptable)

Date

Parent's Signature (electronic signature not acceptable)

Date

Printed 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.

2018-2019 Parental Non-Filer Form
Page 2

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

Student Name _____

A _____
Student OSU Banner ID

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

Please check **one** of the following:

- ☐ I filed a 2016 Federal Income Tax Return and will use one of the following options to submit my 2016 tax information:
- Make corrections to the FAFSA (fafsa.gov) using the IRS Data Retrieval Process to add your 2016 tax information.
- OR**
- Go to www.irs.gov/Individuals/Get-Transcript and request a 2016 **Tax Return Transcript**. Submit a legible, unaltered copy of the transcript to our office with your student's Banner ID listed at the top.
- (Skip to Certification/Signature Section.)**

- ☐ I will not file a 2016 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 2016 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 2016 **Verification of Non-filing Letter**. Submit a legible, unaltered copy of the letter, dated after October 1, 2017, to our office with your student's Banner ID listed at the top.
2. Check the appropriate box, below, and provide the information requested.

- ☐ I was unemployed during the 2016 calendar year. (Be sure to provide a copy of the **IRS Verification of Non-filing Letter**).

- ☐ I will not file a 2016 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
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	\$
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	\$
	<input type="checkbox"/> Yes	<input type="checkbox"/> 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 (electronic signature not acceptable)

Date

Parent's Signature (electronic signature not acceptable)

Date

Printed 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