



**2019-2020
Parental Tax Non-Filer Form**

PNF20

Please Use Black or Blue Ink

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

Student Name: _____

You (the parent) indicated on your 2019-2020 Free Application for Federal Student Aid (FAFSA) that you will not file a 2017 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 2019-2020 FAFSA.

Section I (Parent 1 as listed on the FAFSA only):	
Please check one of the following:	
<input type="checkbox"/> I filed a 2017 Federal Income Tax Return and will use one of the following options to submit my 2017 tax information: <ul style="list-style-type: none"> • 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 2017 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.)	
<input type="checkbox"/> I will not file a 2017 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 2017 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 2017 Verification of Non-filing Letter . Submit a legible, unaltered copy of the letter, dated after October 1, 2018, to our office with your student's Banner ID listed at the top.		
2. Check the appropriate box, below, and provide the information requested.		
<input type="checkbox"/> I was unemployed during the 2017 calendar year. (Be sure to provide a copy of the IRS Verification of Non-filing Letter).		
<input type="checkbox"/> I will not file a 2017 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 (<i>electronic signature not acceptable</i>)		_____ Date		
_____ Parent's Signature (<i>electronic signature not acceptable</i>)		_____ 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.

(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 2017 Federal Income Tax Return and will use one of the following options to submit my 2017 tax information:

- Make corrections to the FAFSA (fafsa.gov) using the IRS Data Retrieval Process to add your 2017 tax information.

OR

- Go to www.irs.gov/Individuals/Get-Transcript and request a 2017 **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 2017 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):

- If you won't file a 2017 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 2017 **Verification of Non-filing Letter**. Submit a legible, unaltered copy of the letter, dated after October 1, 2018, 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 2017 calendar year. (Be sure to provide a copy of the **IRS Verification of Non-filing Letter**).

I will not file a 2017 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