



## 2022-2023 PARENT SPOUSE NON-TAX FILER WORKSHEET

Student Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_  
Last First MI

Parent Spouse Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Last First MI

Your application has been selected for review in a process called Verification. Since your parent(s) indicated on the FAFSA that they did not file federal taxes for **2020**, the Financial Aid Office must verify this information. Please have your parent(s) complete this worksheet and return it to the Financial Aid Office.

1. Did your parent(s) file a federal income tax return for **2020**? Tax returns include the 2020 IRS Form 1040 (including schedules 1, 2 & 3), a tax return from Puerto Rico or a foreign tax return.

Check one: \_\_\_\_\_ YES \_\_\_\_\_ NO

2. If your parent(s) answered NO to #1, they must do the following:

A. List employers and/or other sources of income in 2020 and the amount of money from each employer or source of income. Sources of income include employment, Social Security, child support received, TANF benefits, etc. If you had no income, list "N/A" in all columns. **Parent(s) will need to provide copies of all 2020 W-2 forms to the Financial Aid Office.**

Employer/Source of Income	2020 Earnings	W-2 Attached (mark "X")

B. **Submit a Verification of Non-filing Letter from the IRS.** To obtain this online, go to <https://www.irs.gov/individuals/get-transcript>. To order this by mail, complete Form 4506-T, which can be found at <http://www.uww.edu/financialaid/forms>. Complete steps 1-4, check the box in #7, Verification of Non-filing and in #9, use 12/31/2020 as the date. Mail or fax the form based on your state of residence. Once you receive the Non-filing letter from the IRS, please submit it to us.

If you have attempted to obtain the Verification of Non-filing Letter from the IRS, but were unable to obtain it, please sign the statement below **and** on the back of this form.

3. If your parent(s) answered YES to #1, they must provide the tax information to the Financial Aid Office. They can do this in one of two ways:

A. Go to [fafsa.gov](https://fafsa.gov) and log in using your FSA ID and password. Your parent(s) can retrieve tax data directly from the IRS. If the FAFSA indicates your parent(s) is not eligible for this process, please go to step B.

B. Request a tax transcript from the Internal Revenue Service and submit this transcript to the Financial Aid Office. Go to <https://www.irs.gov/individuals/get-transcript>.

By signing this worksheet, I certify that all the information reported on it is complete and correct. If you purposely give false or misleading information on this worksheet, you may be fined, sentenced to jail, or both. **Note: We may request additional documentation if we have reason to believe any of the information on this form is inaccurate.**

\_\_\_\_\_  
Parent Spouse Signature Date

**Attach copies of all 2020 W-2 forms and the IRS Verification of Non-filing Letter**



## 2022-2023 PARENT SPOUSE NON-TAX FILER WORKSHEET ADDENDUM

Student Name: \_\_\_\_\_  
Last First MI

Student ID#: \_\_\_\_\_

Parent Spouse Name: \_\_\_\_\_  
Last First MI

Phone Number: \_\_\_\_\_

Please complete this addendum agreeing to the following:

- I did not file a 2020 tax return and am not required to do so
- I have tried to obtain a Verification of Non-filing Letter from the IRS but have not received it
- Have already submitted (or are submitting with this form) copies of all 2020 W-2s.

By signing this worksheet, I certify that all the information reported on it is complete and correct. If you purposely give false or misleading information on this worksheet, you may be fined, sentenced to jail, or both. **Note: We may request additional documentation if we have reason to believe any of the information on this form is inaccurate.**

\_\_\_\_\_  
Parent Spouse Signature

\_\_\_\_\_  
Date