IMMACULATA UNIVERSITY

2018-2019 Parent Non-Filer Worksheet

To be completed when a parent is required to submit verification documents for financial aid purposes but was not required to file a 2016 federal income tax return. TAX RETURN NONFILERS – Complete this work sheet if the student's parent(s) will not file and **is not required** to file a 2016 income tax return with the IRS.

IMPORTANT NOTE: The parent(s) must **also complete** and return a 2018-2019 Parent Non Filer Form **AND** obtain an IRS Verification of Non-filing Letter by going to www.irs.gov.

Student's Name: _____ Last 4 digits of student SSN_____

Parent Name/s_____ Student's Immaculata ID (if known) _____

Check the box that applies and complete the appropriate section:

- ☐ The parent(s) was not employed and had NO income at all earned from work in 2016.
  OR
- ☐ The parent(s) was employed in 2016 and has listed below the names of all the parent's employers, the amount earned from employer in 2016, and whether an IRS W-2 form is attached. Attach copies of all 2016 IRS W-2 forms issued to the parent(s) by employer(s). *List every employer even if they did not issue and IRS W-2 form. If more space is needed, attach a separate page with the student's name and Social Security Number at the top.*

Employer's Name	2016 Amount Earned	IRS W-2 Attached?

Additional Information:
My/Our total income (taxable and non-taxable) for 2016 (01/01/16 – 12/31/16) was $ _____.

Income earned from work by the father was $ _____, and by the mother was $ _____.

Other income, such as child support, social security, pensions, dividends, Aid to Families with Dependent, Children (AFDC), etc. *If more space is needed, attach a separate page with your name and Social Security Number at the top.*

Type of Income	Total Amount for 2016 (01/01/16-12/31/16)

Certification and Signatures: Each person signing this Non-Filer Worksheet certifies that all the information reported on it is complete and correct.

_____ _____
Father's Signature Date

_____ _____
Mother's Signature Date

Submit this worksheet to: Immaculata University, Office of Financial Aid, Lillian P. Lettiere Center #219, Immaculata PA 19345; Email: Finaid@immaculata.edu Fax: 484 395 0068.