



### 2022-2023 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 2019 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 2020 income tax return with the IRS.

**IMPORTANT NOTE:** The parent(s) must **also complete** and return a 2022-2023 Parent Non-Filer Form **AND** obtain an IRS Verification of Non-filing Letter by going to [www.irs.gov](http://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 2020.  
**OR**
- The parent(s) was employed in 2020 and has listed below the names of all the parent’s employers, the amount earned from employer in 2020, and whether an IRS W-2 form is attached. Attach copies of all 2020 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	2020 Amount Earned	IRS W-2 Attached?

**Additional Information:**

My/Our total income (taxable and non-taxable) for 2019 (01/01/19 – 12/31/19) 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 2020 (01/01/20-12/31/20)

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

\_\_\_\_\_ Date \_\_\_\_\_  
Father’s Signature

\_\_\_\_\_ Date \_\_\_\_\_  
Mother’s Signature