



**Office of Financial Aid**

Phone: (740)368-3050

Email: [financialaid@owu.edu](mailto:financialaid@owu.edu)

**2019-2020**

**Verification of 2017 Income Information for Parent Nontax Filers**

Name: \_\_\_\_\_ Social Security # \_\_\_\_\_

The instructions and certifications below apply to each parent included in the household. Complete this section if the parents will not file and are not required to file a 2017 income tax return with the IRS.

**Check the box that applies:**

- Neither parent was employed, and neither had income earned from work in 2017.
- One or both parents were employed in 2017 and have listed below the names of all employers, the amount earned from each employer in 2017, and whether an IRS W-2 form is provided. **[Provide copies of all 2017 IRS W-2 forms issued to the parents by their employers].** List every employer even if the employer did not issue an IRS W-2 form.

If more space is needed, provide a separate page with the student's name and ID number at the top.

Employer's Name	IRS W-2 Provided?	Annual Amount Earned in 2017
<i>(Example) ABC's Auto Body Shop</i>	Yes	\$4,500.00
Total Amount of Income Earned From Work		\$

Beginning this year, **you are required to provide documentation** to the financial aid office **from the IRS** or other relevant tax authority dated on or after October 1, 2018 that indicates a **2017 IRS income tax return was not filed with the IRS** or other relevant tax authority.

**Please follow these instructions:**

1. Go to <https://www.irs.gov/pub/irs-pdf/f4506t.pdf> and print this form
2. Complete the top section of the form, Check the box on line 7
3. On line 9, enter 12/31/2017
4. Make sure to check and sign the signature box at the bottom of the form.
5. See page 2 for mailing instructions. You must mail the form to the address that corresponds to your home state. Mail the completed form to the IRS address listed on page 2.
6. You will receive a Verification of Nonfiling letter back from the IRS.
7. Send a copy of this letter to the financial aid office, using the contact information at the top of this form.

**You must use IRS Form 4506T to request the IRS Verification of Nonfiling Letter.**

Parent \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Return this form and ALL documentation to OWU Financial Aid Office.**