

# PARENT NON-FILER INCOME INFORMATION

21-22  
PNFI

STUDENT NAME \_\_\_\_\_

PSU STUDENT ID \_\_\_\_\_

Please complete in pen and  
return to:

Pittsburg State University  
Office of Student Financial Assistance  
1701 S. Broadway, Pittsburg, KS 66762  
(620) 235-4240 or (800) 854-7488  
FAX: (620) 235-4078

You have indicated on your FAFSA that your parent(s) **will not file** a 2019 Federal Income Tax Return. In order to verify this information, you must complete and submit this form to the Office of Student Financial Assistance.

## Step #1 - Required

*Did your Parent(s) file a Federal Income Tax Return for 2019?*

- NO, my parent(s)/step-parent did not have any earnings from 2019, did not file a 2019 Federal Tax Return and was not required to file per IRS regulations. **Proceed to Step #3.**
- NO, my parent(s)/step-parent had earnings from 2019, but did not file a 2019 Federal Tax Return and was not required to file per IRS regulations. I have attached my parent(s)/step-parent's W-2 earning statements. **Please complete Step #2 & Step #3.**
- YES- If yes, your PARENT(S)/STEP-PARENT must use Data Retrieval Tool or must submit a copy of their 2019 Federal Income Tax Return Transcript(s). To request a tax return transcript, have him/her visit the IRS.GOV website.

## Step #2 – Required *only* if your parent had earnings

Please list below the name(s) of their employer(s) and the amount earned in 2019. **In addition, please submit copies of all available W2 forms.** Amount of earnings will be listed in Box 1 of the W-2 form.

Name of Employer	Amount Earned	W2 Submitted?	
		Yes	No
		Yes	No
		Yes	No
		Yes	No
Total			

If your parent answered "No" to the above question, please state the reason why their W2's aren't available:

\_\_\_\_\_

## Step #3 - Required

If your parent did not file a tax return for 2019, your parent is **required** to obtain a Verification of Non-Filing Letter from the IRS. Your parent has 2 options to request the Verification of Non-Filing Letter. They can request it online at [www.irs.gov](http://www.irs.gov) under "Get a Tax Transcript." They can also complete the IRS form 4506-T (available on the IRS website) and send it in to the IRS to request the Verification of Non-Filing Letter. More detailed instructions are available through the PSU Office of Student Financial Assistance.

**Has your parent requested the IRS Verification of Non-Filing Letter from the IRS?** Yes \_\_\_\_\_ No \_\_\_\_\_

### Certification and 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.

**WARNING:** If you purposely give false or misleading information you may be fined, be sentenced to jail, or both.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date