# 2025-2026 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 **2023**, 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) spouse file a federal income tax return for **2023**? Tax returns include the 2023 IRS Form 1040 (including all applicable schedules), a tax return from Puerto Rico or a foreign tax return.

   Check one:                            _____ YES              _____ NO

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

   A. List employers and/or other sources of income in 2023 and the amount of money from each employer or source of income. If you had no income, list **"N/A"** in all columns. **Parent(s) spouse will need to provide copies of all 2023 W-2 forms to the Financial Aid Office.**

| Employer/Source of Income | 2023 Earnings | W-2 Attached (mark "X") |
|---|---|---|
|  |  |  |
|  |  |  |
|  |  |  |

3. If your parent(s) spouse 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. Submit to our office a signed copy of their 2023 federal income tax return

   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 (parent spouse) confirm that I am NOT required to file a 2023 income tax return**.

I also 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 (typed signatures are not acceptable)          Date
*Attach copies of all 2023 W-2 forms and the IRS Verification of Non-filing Letter*