



# ASSUMPTION COLLEGE

WORCESTER, MASSACHUSETTS | ROME, ITALY

**Office of Financial Aid**  
500 Salisbury Street  
Worcester, MA 01609  
Phone: 508-767-7158  
Fax: 508-767-7376  
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## 2018-19 PARENT NON TAX FILER STATEMENT

Student Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

**The instructions and certifications below apply to both parents in the household. Please read through the entire sheet and attach all requested documentation before submitting to the Financial Aid Office.**

This non tax filing statement is required if a parent or both parents will not file and are not required to file a 2016 income tax return with the IRS. Complete this form and remit along with the 2016 IRS Verification of Non-filing Letter (this may be requested through irs.gov) and all W-2s. This form will be returned if required documentation is not attached.

Parent 1 Name: \_\_\_\_\_ Parent 2 Name: \_\_\_\_\_

Parent completing this form:  Parent 1  Parent 2  Both Parents

**Check one below and follow the steps provided:**

- Neither parent was employed, and neither had income earned from work in 2016.
  1. Submit a 2016 IRS Verification of Non-filing Letter for each parent.
  
- One or both parents were employed in 2016.
  1. Complete the table below, listing the names of all employers and the amount earned from each in 2016.\*
  2. Provide copies of all W-2 forms for all employers listed. If a W-2 form was not issued by your employer, you may request a Wage and Income Transcript from the IRS.
  3. Submit a 2016 IRS Verification of Non-filing Letter for each parent who did not file a tax return.

Employer's Name	Amount Earned in 2016	W-2 Attached	Parent 1 or Parent 2

\*You may attach an additional sheet if more space is needed.

**By signing\* this form, I certify that the above information is complete and correct. I certify that I did not, will not, and am not required to file a 2016 US Federal Tax Return. \*I have attached all necessary documentation, otherwise this form will be returned to me.\* All information reported on this form is complete and accurate.**

Parent 1 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent 2 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Attached: 2016 IRS Verification of Non-filing Letter, W-2s**

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\*We are not able to accept electronic signatures.

## REQUESTING A VERIFICATION OF NONFILING LETTER

Students and/or parents who did not and will not be required to file 2016 federal tax returns MUST submit an IRS Verification of Non-filing Letter along with any relevant W-2 forms to the Financial Aid Office. You may request this letter, free of charge, directly from the IRS.

### ONLINE REQUEST

- Log onto [www.irs.gov](http://www.irs.gov)
- On the homepage under tools, click "Get a Tax Transcript"
- Select the button in the center of the page that states "Get Transcript Online"
  - (You will not be able to request a mailed letter through the IRS website)
- You will be asked to create a login, if you do not already have one
- Enter the tax filer's SSN, Date of Birth and Address (the one currently on file with the IRS)
- Click "Continue"
- In the Type of Transcript field, select "**Verification of Nonfiling**" and enter appropriate tax year

### PAPER REQUEST FORM (IRS Form 4506T)

- Available for download at [www.irs.gov](http://www.irs.gov)
- Complete lines 1-4, following the instructions on page 2 of the form (use the address currently on file with the IRS)
- Select option 7, **Verification of Nonfiling**
- Tax filers must sign and date the form and enter their telephone number
- Mail or fax the completed 4506-T to the appropriate address or fax number provided on page 2 of the instructions

If all information is successfully validated, then the tax filer can expect to receive the Verification of Nonfiling within 5-10 days (for paper requests, the IRS must receive and process the form first). The transcript will be sent to the address used to complete the request. You will then forward it to the Financial Aid Office by either faxing it to (508) 767-7376, emailing it to [fa@assumption.edu](mailto:fa@assumption.edu), or mailing it to the office. Make sure to include the student's name and ID# so the transcript can be properly tracked.