



Return This Form To:
Northeastern State University
Student Financial Services
715 N. Grand Ave.
Tahlequah, OK 74464
Phone (918) 444-3456
FAX: (918) 458-2150

Certification of Parent Non-Filing Form 2018-2019

Student Name _____ Student ID# N
(PLEASE PRINT)

INSTRUCTIONS: If your parent(s) **did not** file a 2016 federal income tax return, and are not required to file a 2016 tax return (IRS Form 1040, 1040A, or 1040EZ), **they** must complete this form and provide signatures. If they had income from work, they must also attach a copy of their W-2 or equivalent document.

Parent(s), by checking this box and signing this form, you are verifying that you have attempted to obtain the Verification of Non-Filing Transcript from the IRS or other tax authorities and was unable to obtain the required documentation.

Section A – Certification of Non-Tax Filing (PLEASE CHECK BOX BELOW IF NOT FILING)

I (we) certify that I (we) have not and will not file a 2016 U.S. Income Tax Return IRS Form 1040, 1040A, or 1040EZ and are not required to file.

Section B - 2016 Source(s) of Income

You (and/or your spouse) must document all income earned from work as well as the sources of non-taxed income and your means of support for the **entire 2016** calendar year. Please answer each of the questions in Section B.

1.	<u>Employer/Type of Work</u>	<u>Period of Work</u> (MM/YY – MM/YY)	<u>Total Earnings (2016)</u>
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

2.	<u>Source of Untaxed Income</u>	<u>Monthly Amount</u>	<u>Period benefits were received in 2016</u> (give month and year)
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

Section C – Certification and Signatures

I listed earned income from work and have attached my 2016 W-2 or equivalent document

My signature below certifies that all of the above information is true and correct.

Mother's (Step-Mother's) Signature: _____ Date: _____

Father's (Step-Father's) Signature: _____ Date: _____