

## 2016-2017 Non-Tax Filer Worksheet for Parent

Your 2016-2017 Free Application for Federal Student Aid (FAFSA) was selected for verification. The information you provide will be compared to information provided on the FAFSA. If there are differences, our office will submit corrections to the FAFSA electronically. Please include the student's Virginia Tech ID number on all pages submitted.

### Instructions:

The form on the next page should only be completed and returned if the parent(s) ***will not and are not required to submit a federal tax return.***

If your parents are unsure if they are required to file a federal tax return, please refer to the information available on the IRS website: <http://www.irs.gov/Filing/Individuals>. Once you are on this site, you will see a link to the question "Do you need to file a return?" under the "Get Ready" section.

**Parents - You do not need to complete and return the worksheet on the next page if one of the following applies:**

- If you ***have used or will use the IRS Data Retrieval Tool*** through FAFSA on the Web to retrieve and transfer 2015 IRS income tax information into the student's FAFSA.

**Steps to use the IRS Data Retrieval Tool:**

- Go to [www.FAFSA.gov](http://www.FAFSA.gov) - log in to the student's FAFSA record
  - Select "Make FAFSA Corrections," and navigate to the "Financial Information" tab
  - Make sure the tax filing status is set to "Already Filed"
  - Follow the instructions to determine if the parent is eligible to use the IRS Data Retrieval Tool to transfer 2015 IRS income tax information into the student's FAFSA.
- If you plan to submit a signed copy of your 2015 IRS Tax Return Transcript

If you will not and are not required to submit a federal tax return, please complete and return the form below.

*(Please Note: Email is not always a secure method of communication and may inadvertently expose your information if misdirected. Virginia Tech suggests using fax, U.S. Postal Service or personal delivery as a more secure method of delivery. If you choose to submit information through email, Virginia Tech will not be responsible for any exposure of data.)*

**2016-2017  
Non-Tax Filer Worksheet for Parent**

Student ID Number: \_\_\_\_\_ Email: \_\_\_\_\_

Student's Full Legal Name: \_\_\_\_\_  
(Please print clearly)                      **Last**    **First**    **Middle**

The information you provide will be used to update or correct the information provided on the FAFSA. If there are differences, our office will submit corrections to your FAFSA electronically.

**Parents** – complete and sign this form only if you did not file and are not required to file a federal tax return for 2015.

I, Parent 1 (mother/father/stepparent), will not file a tax return for 2015. If this statement is correct, you must check one of the 2 boxes below:

- I earned \$\_\_\_\_\_ from work in 2015.
- I did not have any earned income for 2015.

I, Parent 2 (mother/father/stepparent), did not and will not file a federal tax return for 2015. If this statement is correct, you must check one of the 2 boxes below:

- I earned \$\_\_\_\_\_ from work in 2015.
- I did not have any earned income for 2015.

**You are required to state below how routine costs of living were met for the 2015 calendar year (e.g. social security, TANF, child support).** Attach additional paper if necessary. *(Please write the student's last name and Virginia Tech ID Number on each additional page).*

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**If I purposely give false or misleading information on this worksheet, I may receive a fine, a prison sentence, or both. By signing this information request, I am certifying that all information is complete and correct.**

**Parent Signature** \_\_\_\_\_ **Date** \_\_\_\_\_  
Electronic signature is not allowed

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