



Verification of 2017 Income Information for Parents

An incomplete form will be returned to you and will delay processing

OTXP

Student Name _____ NMU IN _____

TAX FILERS:

Complete this section if your parents filed a 2017 IRS income tax return. There are three options for verifying income information for tax filers – please choose one of the options below:

- I/We have enclosed a signed copy of our 2017 Federal Income Tax Return.
I/We have submitted my 2017 IRS income tax return information into the FAFSA using the IRS DRT in FAFSA on the Web (fafsa.gov).
I/We have enclosed a copy of our 2017 IRS Tax Return Transcript from the IRS.

Requesting a Tax Return Transcript:

- Transcripts may be requested by calling the IRS at 800-908-9946 or by creating an account at irs.gov/transcripts and using the "Get Transcript Online" function.
Be sure to request the correct type of transcript from the IRS – it must be the RETURN transcript.

Important Notes on Providing Tax Return Information:

- If parent filed separately, 2017 signed Federal Income Tax Returns or 2017 IRS Tax Return Transcripts must be provided for both individuals.
Although not required in every case, we suggest also submitting copies of all 2017 W-2 forms received.
If you have not yet filed and were granted a filing extension beyond the standard six months, filed an amended return (Form 1040X), filed a foreign return, or were a victim of identity theft, please contact our office for further instructions.

NEED HELP? Please visit our website, nmu.edu/financialaid, and check out the "Selected for Verification" section on our main page.

NON-TAX FILERS:

Complete this section ONLY if parents did not, and were not required to, file a 2017 income tax return with the IRS. The term "parents" refers to the parent or parents reported on the FAFSA. Follow each of the steps below:

Step 1: A Verification of Non-Filing Letter from the IRS for 2017 must be submitted for each non-tax filer. You can request this letter from the IRS by creating an account at irs.gov/transcripts or by submitting a completed IRS Form 4506-T to the IRS.

4506-Ts can be found on the IRS website or picked up from the Financial Aid Office. When completing the 4506-T, be sure to check the box on Line 7 – Verification of Nonfiling, indicate the 2017 year on Line 9, and check the box in the signature section.

Once you receive the Non-Filing Letter, submit a copy to the Financial Aid Office.

Step 2: Check the appropriate box below:

- Neither parent was employed nor had any income earned from work in 2017.
One or both parents were employed in 2017, but did not file taxes, and have listed below the names of all employers, the amount earned from each employer in 2017, and whether an IRS W-2 form was provided. List every employer even if the employer did not issue an IRS W-2 form. If additional space is needed, provide a separate page which includes the student's name and NMU IN.

Table with 4 columns: Employer's Name, Earned By, 2017 Amount Earned, W-2 Provided by Employer? Example row: Wildcat Willy's Auto Body Shop, Suzy Smith, \$2,000.00, Yes

Step 3: Submit copies of all 2017 W-2 Forms received by parents who had any income in 2017.

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.

Student Signature _____

Date _____

Parent Signature _____

Date _____

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