

**Student Name** \_\_\_\_\_ **Banner ID +** \_\_\_\_\_

**Student Email** \_\_\_\_\_@MiamiOH.edu **Phone # for questions about form:** \_\_\_\_\_

**INSTRUCTIONS FOR PARENT TAX FILERS:**

If the parent(s) filed a 2017 IRS income tax return(s), the best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of the FAFSA on the Web at FAFSA.gov. For further instructions, please visit MiamiOH.edu/IRSDRT.

FAFSA parent(s) unable to use the DRT will need to submit a copy of the IRS Tax Return Transcript or a copy of the 2017 Federal Tax Return form 1040, 1040A, or 1040EZ signed by the tax filer. We **cannot accept** state tax returns or the U.S. Individual Tax Declaration for Electronic Filing (Form 8453). For further instructions, please visit MiamiOH.edu/verification. Please do not submit original documents(s) to the One Stop as we will be unable to return them. The Banner ID will need to be included on all documents submitted.

A **2017 IRS Tax Return Transcript** may be obtained through mail, online, automated telephone request, or by the paper request form. Please see MiamiOH.edu/IrsTranscript for more detailed instructions.

**INSTRUCTIONS FOR PARENT NONTAX FILERS:**

**Each step must be completed if the FAFSA parent(s) will not and are not required to file a 2017 income tax return.**

**\*The Banner ID will need to be included on all documents submitted.**

1. If one or both FAFSA parent(s) were not required to file a return during 2017, complete the table below. Even if they did not work.
  - Copies of the W-2 or 1099 (or equivalent documentation) will need to be submitted for each source of employment income received.
2. Provide a copy of the IRS Verification of Non-filing Letter (for each parent that did not file) dated on or after October 1, 2018.
  - This letter can be requested by completing a 4506-T form and mailing it to the IRS, or by obtaining a tax return transcript.
  - If unable to obtain the Non-filing letter, submit a signed statement certifying the FAFSA parent(s) attempted to obtain the IRS Verification of Non-filing Letter from the IRS or other tax authorities and was unable to obtain the required documentation.
3. If there was no income earned, provide a signed statement explaining how the household was supported in 2017.

2017 Income	Employed Check Yes/No	Employer(s) Name	IRS W-2 Provided? Check Yes/No	Wages (Box 1 on W-2. If a W-2 was not issued, list all earnings from job.)
Parent 1	Yes	1)	Yes No	\$
	No	2)	Yes No	\$
Parent 2	Yes	1)	Yes No	\$
	No	2)	Yes No	\$

**CERTIFICATION:** I certify that all information reported to qualify for federal student aid is complete and correct and that purposely giving false or misleading information may lead to fines, prison or both.

 \_\_\_\_\_  
 Parent Signature (Original, not typed)

 \_\_\_\_\_  
 Date

**Please return this form to the One Stop:**

Miami University - One Stop - 301 S. Campus Ave. - Oxford, OH 45056 513-529-0001

Email: OneStop@MiamiOH.edu - Fax: 513-529-8713 - Web: MiamiOH.edu/OneStop