

Northeastern University

Student Financial Services

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 360 Huntington Ave sfs@northeastern.edu
 Boston, MA 02115 studentfinance.northeastern.edu

2018 Tax Year Parent Non-Tax Filer's Statement

Student's Name: _____ NU ID or SSN: _____

The instructions and certifications below apply to each parent included in the household.

This non-filing statement should be completed if the parent(s) will not, did not, and **are not required** to file a 2018 federal tax return with the IRS. Once completed and signed, return this form, along with the required documentation as outlined below, to Student Financial Services via mail, fax, or email. **Please note that emailed forms must be signed and scanned. Electronic signatures are not accepted.**

Parent Information (please print):

Parent 1 Name: _____ Parent 2 Name: _____

Parent completing this form: Parent 1 Parent 2 Both Parent 1 and Parent 2

Check the box that applies and submit the necessary documentation with this form:

- Neither parent was employed nor had income earned from work in 2018.
 - **Submit a 2018 IRS Verification of Non-filing Letter for each parent who did not file a tax return.** For instructions on how to request an IRS Verification of Non-filing Letter, visit our website, studentfinance.northeastern.edu/applying-for-aid/undergraduate/next-steps.
- One or both parents were employed in 2018.
 - **Complete the table below.** List the names of all employers, the amount earned from each employer in 2018, and whether a W-2 form was provided. List all employers even if the employer did not issue a W-2.
 - **Attach copies of all 2018 W-2 forms issued to the parent(s) by their employer(s).** If you are not able to obtain a copy of your original W-2 form(s), a copy of your Wage and Income Transcript, which can be requested from the IRS, is acceptable.
 - **Submit a 2018 IRS Verification of Non-filing Letter for each parent who did not file a tax return.**

Employer's Name	Amount Earned in 2018	Was an IRS W-2 Provided?	Who Earned the Income?
Suzy's Auto Body Shop (Example)	\$2,000	Yes	Parent 1

**If additional space is needed, provide a separate page with the student's name and NU ID at the top.*

By signing this form, I certify that I did not, will not, and am not required to file a 2018 U.S. federal tax return. In addition, I certify that all of the information reported on this form is complete and accurate.

Parent 1 Signature: _____ Date: _____

Parent 2 Signature: _____ Date: _____