



# Verification of 2018 Income Information for Parents

**FINANCIAL AID**  
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\*\*\*An incomplete form will delay processing\*\*\*

1TXP

Student Name \_\_\_\_\_ NMU IN \_\_\_\_\_

**\*\*Be sure to include the student's name and NMU IN on any of the additional documents you submit with this form\*\***

### TAX FILERS:

Complete this section if your parent(s) filed a 2018 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 2018 Federal Income Tax Return, including Schedules 1, 2, and 3, if filed.
- I/We have transferred 2018 IRS income tax return information into the FAFSA using the IRS DRT via FAFSA on the Web (fafsa.gov).
- I/We have enclosed a copy of our 2018 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](https://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 PARENTS FILED SEPERATELY**, 2018 **signed** Federal Income Tax Returns, including Schedules 1, 2, and 3, or 2018 IRS Tax Return Transcripts **must be provided for both** individuals. This applies even if you were not married in 2018.
- Although not required in every case, we suggest also **submitting copies of all 2018 W-2 forms** received.
- If you have filed an amended return (Form 1040X), filed a foreign return, were a victim of identity theft, or have not yet filed *and were granted a filing extension beyond the standard six months*, please contact our office for further instructions.

**NEED HELP?** Contact us, or visit [nmu.edu/financialaid/verification](https://nmu.edu/financialaid/verification) for additional information.

### NON-TAX FILERS:

Complete this section **ONLY** if parents did not, **and were not required to**, file a 2018 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 2018 must be submitted for each non-tax filer.** You can request this letter from the IRS by creating an account at [irs.gov/transcripts](https://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 2018 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: Provide information on income earned in 2018.** Check the appropriate box below. For any parent who earned income in 2018, you must also **submit copies of all 2018 W-2 Forms** for that parent.

- Neither parent was employed nor had any income earned from work in 2018.
- One or both parents were employed in 2018, but did not – and were not required to – file taxes. Enter information for each wage-earner below and **submit copies of all 2018 W-2s.** If additional space is necessary, attach a separate page.

Employer's Name	Name of Parent Who Earned Income	2018 Amount Earned	W-2 Provided by Employer?

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.