

**2020-2021  
Parent Non-Tax Filer Form**

**Office of Student Financial Aid**  
University of Illinois at Urbana-Champaign  
620 East John Street – MC 303  
Champaign, IL 61820-5712  
Fax (217) 265-5516 Phone (217) 333-0100

Student Name: \_\_\_\_\_ UIN: \_\_\_\_\_  
*Last First MI (University Identification Number)*

Please complete this form as it applies to **each parent/stepparent** included in the household on the 2020-2021 Free Application for Federal Student Aid (FAFSA).  
**Check the applicable box(es):**

- I **did not work**, **did not** receive a W-2 or 1099 form in 2018, and I **will not file** a 2018 US or Foreign Tax Return.
- My spouse did not work**, **did not** receive a W-2 or 1099 form in 2018, and **will not file** a 2018 US or Foreign Tax Return.
- I (and/or my spouse) **worked** in 2018 but, **will not file** a 2018 US or Foreign Tax Return. **Please be sure to:**
  - Complete the chart below listing every employer (including self-employment) in 2018 even if a W-2/1099 wasn't issued.
  - Submit all W-2s and/or 1099 forms from each employer listed below, if issued.
  - Consult with a tax preparer to ensure you/spouse are not required to file a 2018 US or Foreign Tax Return.

| Parent Name | Employer's Name or Self-Employment<br>(if more space is needed, attach a list to this form) | Total Amount Earned in 2018 | W-2 and/or 1099 Attached?                                |
|-------------|---|-----------------------------|--|
|             |   | \$ /year                    | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|             |   | \$ /year                    | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|             |   | \$ /year                    | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|             |   | \$ /year                    | <input type="checkbox"/> Yes <input type="checkbox"/> No |

You must attach a W-2 or 1099 for each employer listed above. \*\*\*If you no longer have a copy of the W-2 or 1099 form received from your employer, **you must contact your employer to request a copy**. If you are unable to contact your employer for a copy, please request an **Income and Wage Statement** from the IRS. \*\*\*If you **did not receive a W-2 or a 1099 form** from an employer listed above, please explain how you were paid, the nature of your job, and why you didn't receive a W-2/1099 from that employer.

- I **did file** a 2018 US or Foreign Tax Return.
- My spouse did file** a 2018 US or Foreign Tax Return.
  - You must access your FAFSA online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and update your application to indicate you have already completed a tax return and use the IRS Data Retrieval Tool (DRT).
  - If you do not qualify to use the IRS DRT, you must submit a copy of your/spouse's signed 2018 1040 Federal Tax Return and Schedules 1, 2, and 3 filed to the IRS or 2018 Tax Return Transcript to our office **with student's name and UIN printed on each page**. To obtain this document, please refer to the Directions for 2018 IRS Tax Filer Verification found on our website at <http://osfa.illinois.edu/forms/2020-2021>.

| 2018 FEDERAL INCOME TAX FILING REQUIREMENTS   |  |                                    |  |                                   |
|---|--|------------------------------------|--|-----------------------------------|
| This information is from the 2018 IRS 1040 Instruction Booklet (see <a href="http://www.irs.gov">www.irs.gov</a> ).<br><br>Amounts listed are for people under the age of 65; if you are over 65, please refer to the IRS instruction booklets. | For most people, a tax return must be filed with the Internal Revenue Service (IRS) if their 2018 gross income was at least: |                                    |  |                                   |
|   | <b>Single dependent student</b><br><i>(your parents or someone else can claim you as a dependent)</i>                        | <b>\$12,000</b><br>(earned income) | <b>Married filing separately</b>                 | <b>\$5</b><br>(gross income)      |
|   | <b>Single, if claiming self</b>  | <b>\$12,000</b><br>(gross income)  | <b>Head of household</b>                         | <b>\$18,000</b><br>(gross income) |
|   | <b>Married filing jointly</b>  | <b>\$24,000</b><br>(gross income)  | <b>Qualifying widow(er) with dependent child</b> | <b>\$24,000</b><br>(gross income) |

**IMPORTANT:** If one or both parent(s)/stepparent **did not file a 2018 Tax Return**, a **2018 Verification of Nonfiling Letter** must be requested from the IRS and submitted to our office. If parent(s)/stepparent is unable to obtain this documentation, please check the appropriate box below.

- I (and/or my spouse) certify that I **do not** have a Social Security Number, an Individual Taxpayer Identification Number (ITIN), or an Employer Identification Number (EIN) and therefore I am unable to obtain a Verification of Nonfiling Letter from the IRS for 2018.
- I (and/or my spouse) have attempted to obtain a 2018 Verification of Nonfiling Letter from the IRS or tax authorities and am **unable to obtain** the required documentation.

I certify that ALL the information on this form is complete and correct.

\_\_\_\_\_  
Student Signature Date

\_\_\_\_\_  
Parent Signature (Required for dependent students) Date

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

To upload documents go to <https://osfa.illinois.edu/DocumentUpload>.