



Lander University Financial Aid Office

18PTNF

320 Stanley Avenue, Greenwood, SC 29649
Email: finaid@lander.edu • Web: www.lander.edu/finaid
Phone: (864) 388-8340 • Fax: (864) 388-8811

Parent(s) 2018 Federal Non-Filer Confirmation

Student's Last Name First MI Lander ID (L#)

Parent/Step-parent 1 Name: Parent/Step-parent 2 Name:

In order to complete verification and determine eligibility for federal student aid, we must confirm that the student's parents/step-parents on the FAFSA 1.) did not file and 2.) was/were not required to file a federal tax return. **Please provide the following:**

- Verification of Non-filing Letter from the IRS** (dated on or after October 1, 2019. This is a confirmation letter that the tax return has not been filed for the **tax year ending 12/31/2018**. You can request a copy using the methods listed below. (On-line at www.irs.gov and by phone are typically not available if you have never filed taxes before in prior years. In this case, please use the paper request process detailed below.)
 - By Phone**
 - Call the IRS at 1-800-908-9946. Follow prompts for tax filer's Social Security number and numbers in the address on file
 - Select Option 2 to request an IRS **Tax Return Transcript** and **2018** for the Tax Year
 - By Paper**
 - Complete the paper request **Form 4506-T** at <https://www.irs.gov/pub/irs-pdf/f4506t.pdf> and submit to the IRS. **For residents of SC, NC, FL, GA, VA**, you can fax the form to the IRS in Kansas City, MO at **(855)821-0094**. For all other residents or to mail the form, see instructions on page 2 of the 4506-T.

If you are unable to obtain a Verification of Non-Filing Letter from the IRS, please contact Lander University Financial Aid Office for additional instructions.

- If you did file a 2018 federal tax return, use the IRS Data Retrieval on your FAFSA at www.fafsa.gov

2. To confirm that you were not required to file, check the box that applies below:

- Neither parent/step-parent listed on the FAFSA was employed. They had **NO** income earned from work in **2018**.
- If one or both parents do not have a Social Security Number, Individual Taxpayer Identification Number, or an Employer Identification Number, please check here. Please list name of parent AND have him/her sign certification below: _____
- One or both parents/step-parents listed on the FAFSA **WAS/WERE** employed in **2018**. (Complete information below.)
 - List every employer in the box below even if the employer did not issue an IRS W-2 form.
 - Provide copies of all 2018 IRS W-2 forms issued to the **parent(s)** by their employers.

Employee ("Parent" or "Stepparent")	Employer's Name	IRS W-2 Provided by Employer? If not, why?	Annual Amount Earned in 2018
	<i>(Example) ABC's Auto Body Shop</i>	Yes	<i>\$4,500.00</i>

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

If there was a change in the marital status after the tax year ended December 31, 2018, please note status change and date here:

Please list other sources and amount of income you received: Ex.(Child Support, Disability, SNAP, TANF, WIC, Workers Compensation):

If none of these sources of funding were received and no income reported, please briefly explain how the household is supported below:

Certifications and Signatures: I certify that all of the information reported is complete and correct.

Student's Signature *digital signature not accepted* Date Phone #

Parent's Signature (If dependent) *digital signature not accepted* Date Phone #

DATA ENTRY		Financial Aid Office Use Only (COUNSELOR REVIEW)	
RRAAREQ	N=Pending Review; I=Missing Non Filing Letter	EA 1/9/19	xxPTNF
Initials/date Fwd to CNSLR date		1920 FSAH AVG 2, 87	xxPW2