



### Student

Legal Name: \_\_\_\_\_ MUID#: \_\_\_\_\_  
Last First M.I.

### Parent(s)

Legal Name: \_\_\_\_\_  
Last First

### Instructions

Parent(s) who *will not* file **and** who *is/are not required* to file a 2016 U.S. Federal, Puerto Rican, or Foreign Income Tax Return must complete, sign and date, and submit this form with required items listed.

### Parent Statement of Non-Filing

#### 1. Check the box that applies:

- a. ☐ Parent(s) was/were **not** employed, did **not** have income and *is/are not required* to file a 2016 Federal IRS Tax Return.

If you checked the box you need to:

- **Submit a 2016 IRS Verification of Non-Filing Letter.** A free IRS Verification of Non-Filing Letter can be obtained from the IRS. See [mu.edu/mucentral/nonfile1819](http://mu.edu/mucentral/nonfile1819) for instructions.

OR

- b. ☐ Parent(s) was/were employed and had income, but *is/are not required* to file a 2016 Federal IRS Tax Return.

If you checked the box you need to:

- **Complete the chart below:** list employer(s) and the amount that was earned in 2016.
- **Attach copies of all 2016 W-2 and 1099 Forms.**
- **Submit a 2016 IRS Verification of Non-Filing Letter.** A free IRS Verification of Non-Filing Letter can be obtained from the IRS. See [mu.edu/mucentral/nonfile1819](http://mu.edu/mucentral/nonfile1819) for instructions.

ONLY IF BOX b. ABOVE IS CHECKED COMPLETE CHART	Name of Employer	Amount Earned in 2016	2016 W-2 and 1099 Forms received from employer?		2016 W-2, 1099s and Non- Filing Letter attached?
		\$	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>
		\$	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>
		\$	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>

\*If more space is required, attach a separate page.

Note: If you lost or never received a W-2, contact your employer to request a copy to provide with this form.

### Important note:

If you typically would have filed a Puerto Rican or Foreign Income Tax Return you must submit appropriate non-filing documentation from a relevant tax authority.

### Signature

By signing this form, I certify that all the information reported is true and complete to the best of my knowledge. At least one parent must sign and date.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

\* PLEASE MANUALLY SIGN WITH A BALLPOINT PEN.

FORMS WITH /DIGITAL/ELECTRONIC/TYPED SIGNATURES CANNOT BE ACCEPTED AND WILL BE RETURNED \*