



**INSTRUCTIONS**

Complete both steps of this form only if the parent(s) did not and were not required to file a 2017 U.S. Income Tax Return. Return the completed form by mail to: Office of Financial Aid, Knox College, 2 East South Street, Galesburg, IL 61401, by fax to 309-341-7453, or by email to *financialaid@knox.edu*.

Parent(s) full name(s) (please print) \_\_\_\_\_

Student's legal name (please print) \_\_\_\_\_

Student's College ID (if known) \_\_\_\_\_

**STEP 1: PARENT STATEMENT OF NON-FILING OF A U.S. INCOME TAX RETURN**

Complete this section only if you did not and were not required to file a 2017 U.S. Income Tax Return. This step should be completed by the parent(s) who were included on the FAFSA.

List below your employer(s) and/or any income received in 2017. You **must** provide a copy of W-2 Wage and Tax Statement(s) from your employer(s). If you have received no income, please write "None."

Employer or source of income	Amount
_____	_____
_____	_____

W-2 Wage and Tax Statement(s) enclosed:  Yes  Not Applicable

Parent signature \_\_\_\_\_ Date \_\_\_\_\_

**STEP 2: OBTAIN VERIFICATION OF NON-FILING FROM THE INTERNAL REVENUE SERVICE (IRS)**

You must provide us with documentation from the IRS that indicates you did not file a 2017 U.S. income tax return. There are several ways you can request this documentation:

- Use the free IRS Get Transcript online service at *irs.gov/transcript*. Click the Get Transcript ONLINE box and follow the instructions.
- Complete the enclosed IRS 4506T-EZ form and mail or fax to the IRS using the mailing directions on page 2 of the form. Please note the state in which you reside determines where your form is sent.
- Call the IRS at 800-908-9946, select option 2 to request a Verification of Non-Filing Letter, and then enter '2017.' Please note that a request by phone will result in the letter being sent to your home address.

Send the Verification of Non-Filing Letter by mail to: Office of Financial Aid, Knox College, 2 East South Street, Galesburg, IL 61401, by fax to 309-341-7453, or by email to *financialaid@knox.edu*.