



**2020-2021 Parent Non-tax Filer's Statement**

**Student Name:** \_\_\_\_\_ **Stonehill ID:** \_\_\_\_\_

The instructions and certifications below apply to **each** parent included in the household. Complete this form if **one or both parents in the household** will not file and are not required to file a 2018 income tax return with the IRS.

Name and address of the parent (and stepparent, if applicable) that student lives with more than 50% of the time:

\_\_\_\_\_  
\_\_\_\_\_

Did the above-referenced mother/step-mother file a 2018 federal tax return: Y\_\_\_ N\_\_\_

Did the above-referenced father/step-father file a 2018 federal tax return: Y\_\_\_ N\_\_\_

**Note:** If net earnings from self-employment are \$400 or more, you are required to complete a federal tax return. Please consult with your tax advisor.

Indicated below which applies:

\_\_\_ Neither parent was employed, and neither had income earned from work in 2018.

\_\_\_ One or both parents were employed in 2018; however, we did not, will not, and are not required to file a 2018 federal income tax return. Listed below are the names of all employers, the amount earned from each employer in 2018, and whether an IRS W-2 form, 1099 form, or a statement from each employer is provided. All available supporting documentation must be submitted.

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

Parent Name	Employer's Name/ Source of Income	Amount Earned in 2018	IRS W-2, 1099, or statement from employer attached
		\$	
		\$	
		\$	
		\$	

If a federal tax return for 2018 was not filed, a letter from the IRS is required **for each parent in the household that did not file** to confirm your status as a nonfiler.

Please follow the steps below to obtain the letter from the IRS.

Complete Form 4506-T on or after October 1, 2019 (download from [irs.gov](http://irs.gov)):

- Complete sections #1-4
- Leave section #5 blank; do not enter a third party address
- Check off #7 (Verification of Nonfiling)
- #9 enter tax year 12/31/18
- Mail the form to the respective address listed on page 2 of the 4506-T under “Chart for all other transcripts:
- The IRS will mail the Verification of Nonfiler letter to your home address

Upon receipt of the letter:

- Keep a copy of the letter for your reference
- **Write student name and Stonehill ID number** on the top right hand corner of the page
- Submit a copy to Stonehill College in pdf format to [finaid@stonehill.edu](mailto:finaid@stonehill.edu) or mail to Student Financial Assistance, Stonehill College, 320 Washington Street, Easton, MA 02357

Student’s Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Mother/Step-Mother’s Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Father/Step-Father’s Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Please return within 10 days of request in PDF format to [finaid@stonehill.edu](mailto:finaid@stonehill.edu) (enter Student name and Stonehill ID in subject line) or mail to Student Financial Assistance, Stonehill College, 320 Washington Street, Easton, MA 02357. Photographed documents sent via email will not be accepted. Please note that a scanner is available for use in the Stonehill College library.*