



**CERTIFICATION OF PARENT  
NON-TAX FILING  
2018 - 2019**

Financial Aid Office  
1100 E. 14th Street  
PMB A-8  
Ada, Oklahoma 74820  
Phone: 580-559-5243  
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**STUDENT NAME:** \_\_\_\_\_ **ECU ID#:** \_\_\_\_\_  
(PLEASE PRINT)

**INSTRUCTIONS:** The instructions and certifications below apply to each parent included in the household. If your parent(s) **did not** file a 2016 federal income tax return, and are not required to file a 2016 tax return (IRS form 1040, 1040A, or 1040EZ), **they** must complete this form.

**PART A – CERTIFICATION OF NON-TAX FILING (PLEASE EACH CHECK BOX IF NOT FILING)**

- The undersigned parent(s) and/or stepparent(s) of the above named student did not file a 2016 U.S. Income Tax Return IRS Form 1040, 1040A, or 1040 EZ.
- I have provided an IRS Statement of Non-Filing, dated on or after October 1, 2017, for each parent(s) and/or stepparent(s) that indicates a 2016 IRS Income Tax Return was not filed with the IRS.

**PART B – 2016 SOURCE OF INCOME STATEMENT**

If one or both parent(s) and/or stepparent(s) were employed in 2016, please list below the names of all employers, the amount earned from each employer in 2016, and whether an IRS W-2 form is provided. [Provide copies of all 2016 IRS W-2 forms issued to the parent(s) and/or stepparent(s) by their employers]. List every employer even if the employer did not issue an IRS W-2 form.

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

Employer’s Name	IRS W-2 Provided?	Annual Amount Earned in 2016
<i>(Example) ABC’s Auto Body Shop</i>	<i>Yes</i>	<i>\$4,500.00</i>
<b>Total Amount of Income Earned from Work</b>		<b>\$</b>

**Part C – SIGNATURE CERTIFICATION**

My signature below certifies that all of the above information is true and correct.

\_\_\_\_\_  
Parent 1 Signature \_\_\_\_\_  
Date

\_\_\_\_\_  
Parent 2 Signature \_\_\_\_\_  
Date

East Central University, in compliance with Title VI and Title VII of the Civil Rights Act of 1964 (as amended), Executive Order 11246 (as amended), Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973 (as amended), the Americans With Disabilities Act of 1990, the Civil Rights Act of 1991, and other federal and state laws, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, sexual orientation or status as a veteran in any of its policies, practices or procedures. This includes, but is not limited to, admissions, employment, financial aid, and education services.

## **Verification of 2016 Income Information for Individuals with Unusual Circumstances Individuals Granted a Filing Extension by the IRS**

An individual, who is required to file a 2016 IRS income tax return and has been granted a filing extension by the IRS, must provide:

- A copy of IRS Form 4868, "Application for Automatic Extension of Time to File U.S. Individual Income Tax Return," that was filed with the IRS for tax year 2016;
- A copy of the IRS's approval of an extension beyond the automatic six-month extension if the individual requested an additional extension of the filing time for tax year 2016;
- Verification of Non-filing Letter (confirmation that the tax return has not yet been filed) from the IRS or other relevant tax authority dated on or after October 1, 2017;
- A copy of IRS Form W-2 for each source of employment income received for tax year 2016 and,
- If self-employed, a signed statement certifying the amount of the individual's Adjusted Gross Income (AGI) and the U.S. income tax paid for tax year 2016.

### **Individuals Who Filed an Amended IRS Income Tax Return**

An individual who filed an amended IRS income tax return for tax year 2016 must provide:

- A **2016 IRS Tax Return Transcript** (that will only include information from the original tax return and does not have to be signed), or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified; **and**
- A signed copy of the 2016 IRS Form 1040X, "Amended U.S. Individual Income Tax Return," that was filed with the IRS.

### **Individuals Who Were Victims of IRS Tax-Related Identity Theft**

An individual who was the victim of IRS tax-related identity theft must provide:

- A Tax Return Database View (TRDBV) transcript obtained from the IRS, or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified; **and**
- A statement signed and dated by the tax filer indicating that he or she was a victim of IRS tax-related identity theft and that the IRS is aware of the tax-related identity theft.