



**PARENT NONTAX FILER INFORMATION  
2019-2020**

**Please fill out all applicable fields and attach necessary documentation.  
Any incomplete forms will be returned to you for completion.**

STUDENT NAME: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ STUDENT ID: B00 \_\_\_\_\_

PARENT NAME(S): \_\_\_\_\_

The Free Application for Federal Student Aid asks you, "For 2017, have your parents completed their IRS income tax return or another tax return listed in question 81?" (see FAFSA question 80).

You indicated on question 80 of your 2019-2020 FAFSA that your parents are not going to file a tax return.

\_\_\_ Neither parent was employed, and neither had income earned from work in 2017.

\_\_\_ One or both parent was employed in 2017 and have listed below the names of all employers, the amount of income earned in 2017, and whether an IRS W-2 or equivalent document is provided. If it was, a copy of each W-2 or equivalent is attached to this form.

**You and your parent(s) must sign below certifying that your parents will not file  
and are not required to file an income tax return for the tax year 2017.**

Parent's Name	Employer	W-2 Provided?	Wages

**Submission of the IRS Verification of Non-filing Letter is now required with this form. Your parents should choose one of the following methods to request an IRS Verification of Non-filing Letter:**

- **Online:** Go to [www.irs.gov](http://www.irs.gov), select "Get Your Tax Record" and request the "IRS Verification of Non-filing Letter." Transcripts are available in real-time in PDF format which can be printed and submitted as a hard copy or submitted electronically to Student Financial Services.
- **Phone:** Call 1.800.908.9946 to submit your request using an IRS automated process. Allow 5-10 business days after request is submitted.
- **Mail:** Submit IRS Form 4506T (available from IRS website). Allow 30 calendar days from the time the IRS receives the request.
- **Mobile App:** Download **IRS2Go** mobile app available from iTunes and Android Marketplace. Use the "Tax Records" to submit transcript request. Allow several business days after submitted.

Student's Signature	Date	Mother's (Stepmother's) Signature	Date
		Father's (Stepfather's) Signature	Date

\*\*\* If you answered question 80 incorrectly and your parents filed a 2017 tax return, please log into your original 2019-2020 FAFSA and correct question 80. \*\*\*

**Please contact your Admissions Counselor/Student Central with any financial aid questions.**

**Student Financial Services**  
11400 Concordia University Drive  
Austin, TX 78726-4141

**Student Central Phone: 1.512.313.4700**  
**Student Financial Services Fax: 1.512.313.1670**  
**Email: [financialaid@concordia.edu](mailto:financialaid@concordia.edu)**