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## 2012-2013 Certification of Parent Non-Filer Status/Low Income Worksheet

Student Name: \_\_\_\_\_ UID: \_\_\_\_\_

**Complete this form, only if your parent(s) are not required and did not file a 2011 Federal Tax Return.**

*Note: If an Automatic 2011 Tax Extension is filed or will be filed you cannot use this form.*

The Office of Student Financial Aid has completed an initial review of your Free Application for Federal Student Aid (FAFSA). Additional information is needed to verify your parent(s) 2011 income. According to our records, your parent(s) have not filed, and are not required to file a 2011 Federal Income Tax Return. Please complete this form and return it to our office.

Below is a chart that we need for you to complete using 2011 information. Please list your average household monthly expenses and how they were paid in the appropriate boxes. **In addition, attach a legible copy of all 2011 W-2s.**

**\*Note: If your parents were not required to file a 1040, 1040A, 1040EZ because of Foreign Income, please submit a copy of the Foreign Income or Foreign Tax Return with currency converted to US dollars (for Both Parents).**

**\*Note: International Organization Employees must provide a letter from their employer with total income earned.**

**\*Note: Please do not include zeroes on this form since you and your family lived off some form of monies (be it outside help, etc.) for the year 2011.**

Type of Household Expense	What it costs per month	Source of income
1. Housing:		
2. Household Utilities (average per month): electricity, phone, gas, water, etc.		
3. Food for the family:		
4. Clothing for the family:		
5. Family Transportation:		
6. Medical Insurance:		
7. Miscellaneous: List:		
<b>TOTAL:</b>		

**By signing this form, I certify that I (we) have not and not required to file a Federal Tax Return for 2011.**

*I certify all information reported on this form and within the enclosed documentation is complete and correct. I understand that providing false or misleading information may result in a \$20,000 fine, a prison sentence, or both, according to the Higher Education Act of 1965, as amended, Section 490(a). Any false or misleading information is subject to cancellation of all financial assistance.*

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_