

## 2024-2025 Parent(s) Non-Filing Worksheet

Your student’s Free Application for Federal Student Aid (FAFSA) was selected for a process called verification. Before we can determine their financial aid, we are required to collect the following information to verify the accuracy of the information reported on the FAFSA.

This form will ask about parents who were considered contributors on the FAFSA. Please re-visit your student’s FAFSA to determine who was included on the FAFSA or ask the Office of Financial Aid

*This form should **ONLY** be completed if the parent and parent spouse or partner (if applicable) who are listed on the FAFSA **did not file and were not required to file** a 2022 income tax return with the IRS.*

**Section A: Student Information**

Last Name	First Name	MI	Christopher Newport Student ID #

**Section B: Parent Information** *(Include names and 2022 tax filing status for parent(s) listed on the FAFSA. If only one parent is on the FAFSA, then only that parent should be listed)*

Last Name of Parent 1	First Name of Parent

Check the applicable boxes below to certify the following:

I (Parent 1) have not filed a 2022 tax return and am not required to file a 2022 tax return.

I (Parent 1) was not employed and earned no income in 2022.

Last Name of Parent 2	First Name of Parent 2

Check the applicable boxes below to certify the following:

I (Parent 2) have not filed a 2022 tax return and am not required to file a 2022 tax return.

I (Parent 2) was not employed and earned no income in 2022.

**Section C: Verification of 2022 Earnings, Other Income, and Resources**

Check the box that applies:

Neither parent was employed, and neither had income earned from work in 2022.

One or both parents earned income in 2022, and were not required to file a 2022 income tax return. List below the sources and amounts of earnings, other income, and resources that supported the parent(s) for the 2022 tax year, and whether an IRS W-2 form or an equivalent document is provided. List every employer even if the employer did not issue a W-2 form. **The parent(s) must also provide copies of all 2022 W-2 forms issued to them by their employers.**

Source of Earnings, Other Income, and Resources	Parent 1 or Parent 2	IRS W-2 or an Equivalent Document Provided?	Annual Amount Earned in 2022
<i>(Example) ABC's Auto Body Shop</i>	<i>Parent 1</i>	<i>Yes</i>	<i>\$4,500.00</i>
			\$
			\$
			\$
			\$
			\$
Total Amount of Income Earned From Work			\$

**Section D: Signature (must be a written signature, not electronic)**

The individuals signing below certify that all of the information reported is complete and correct. The parent(s) whose information was reported on the FAFSA must sign and date.

WARNING: If you purposely give false or misleading information, you may be fined, sent to prison, or both.

Parent 1 Signature: \_\_\_\_\_

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

Parent 2 Signature: \_\_\_\_\_

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