



Office of Student Financial Services
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2024-2025 Parent Non-Tax Filer Verification

Your application for federal financial aid has been selected for review in a process called *verification*. Verification is the process used by the U.S. Department of Education to confirm that the data reported on your FAFSA form is accurate. Please review our website at www.xavier.edu/verification to learn more about this federal requirement. Financial aid offers for current/returning students will not be generated until verification is finalized. **Federal aid will not be disbursed for students who have not completed verification.** Please provide the required verification documents by June 15.

Your parent or parent’s spouse/partner should complete this form only if they did not file and **are not required to file** a 2022 federal tax return (i.e., a 2022 IRS Form 1040 or 1040-NR, a tax return filed with Puerto Rico or another U.S. territory, or a foreign income tax return). If they filed a 2022 income tax return or are required to file but have not filed yet, please contact our office for assistance.

Submit a separate form for each parent contributor on your 2024-2025 FAFSA form who is not required to file a 2022 tax return.

 Student’s Last Name First Name M.I. Xavier ID Number

 Last Name of Parent or Parent’s Spouse First Name

1. Check the appropriate box (or boxes) below:
 - The parent/parent spouse did not file and is not required file a 2022 income tax return **and** had no income from work in 2022.
 - The parent/parent spouse was employed in 2022 but did not file and is not required to file a 2022 income tax return.
 - The parent/parent spouse does not have a Social Security Number (SSN), Individual Taxpayer Identification Number (ITIN) or Employer Identification Number (EIN).
2. List below **all** sources of earnings, resources, and other income that supported the parent/parent spouse in 2022.
3. Provide a copy of IRS Form W-2 or an equivalent document for each source of 2022 employment income. List each of the non-tax filer’s employers even if a W-2 form was not issued.
4. If the parent/parent spouse would file a tax return with a relevant authority **other than the IRS** dated on or after October 1, 2023, you must provide a verification of non-filing from the foreign or other tax authority.

Source of Income	Total Amount Earned/Received in 2022
<i>(Example) ABC’s Auto Body Shop</i>	<i>\$4,350</i>

Certification

By signing this form, you certify that all the information reported on this worksheet is complete and correct. **Warning:** If you purposely give false or misleading information on this worksheet, you may be fined, sentenced to jail, or both.

 Signature of Parent/Parent Spouse Date

This form must be signed. We cannot accept typed or electronic signatures.