

# MORAVIAN UNIVERSITY 2024-2025 Parent Non-Tax Filing Form

The purpose of this form is to verify that the information reported on your student's 2024–2025 Free Application for Federal Student Aid (FAFSA) is correct and complete. To do so, we will compare your FAFSA with the information you provide on this worksheet, as well as any other documents requested in conjunction with this form. If differences are found, we will correct your student's FAFSA accordingly. Please complete this form in its entirety. Once you complete the form, you may be asked for supplemental information, which should be promptly provided to the Office of Financial Aid Services for processing.

## A. Student & Parent Information

Student's Full Name: \_\_\_\_\_

Moravian ID: \_\_\_\_\_

Parent's Full Name & Email: \_\_\_\_\_

## B. Confirmation of Parent Tax Filing Status

Please choose **ONE** of the following options that identifies your financial circumstances in 2022:

**Parent was not employed, had no income earned from work (\$0), and was not required to file a 2022 Federal Tax Return.** *Along with your completed form, please obtain and submit an IRS Confirmation of Non-filing on irs.gov or by visiting your local IRS Office in-person.\**

**Parent was employed, had income earned from work, but was not required to file a 2022 Federal Tax Return.** *Please provide the following information for each of your sources of income in 2022. Along with your completed form, please submit the following:*

- *a copy of your employer-issued 2022 W-2 Form for each source listed below. If unable to locate a W-2 Form, please request a new copy from your employer. If unable to obtain a new copy, please request a 2022 IRS Wage & Income Transcript via irs.gov or by visiting your local IRS Office in-person*
- *an IRS Confirmation of Non-filing on irs.gov or by visiting your local IRS Office in-person.\**

Employer Name	Earnings From Work	W-2 Form Attached? Y/N

*If additional room is needed, please provide this information on the back of this form or using a separate piece of paper. Please include the student's name and Moravian ID on the separate page.*

*\*If you have made several in-good-faith attempts to obtain an official IRS Confirmation of Non-filing but have had not been able to receive the documentation, or if you are unable to obtain an official IRS Confirmation of Non-filing due to your status, then please provide a written statement with your wet signature declaring this and confirming that you did not file a U.S. Federal Income Tax Return in 2022.*

## C. Certification and Signature

*Each person signing below certifies that all of the information reported is complete and correct. The student and one parent whose information was reported on the FAFSA must sign and date.*

\_\_\_\_\_  
Student Signature Required (no typed signature permitted)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature Required (no typed signature permitted)

\_\_\_\_\_  
Date

Please return your completed form to the Office of Financial Aid Services via:

Mail (1200 Main Street Bethlehem, PA 18018)

Fax (610-861-1346)

Electronically through [Xmedius SendSecure](#)

In-person (1st floor Colonial Hall)