

**2023-2024 Non-Filing Statement**

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

**This form is for individuals who did not file and were not required to file a 2021 federal tax return. Please complete this form if you did not file a tax return for 2021 and are an independent student, independent student’s spouse, or the parent of a dependent student.**

You must complete and sign this form as well as provide a **Verification of Non-Filing Letter from the IRS** or other relevant tax authority that indicates a 2021 IRS income tax return was not filed (dated on or after October 1, 2022): <https://www.irs.gov/individuals/get-transcript>.

\*Please see page 2 of this form for instructions on how to obtain this letter from the IRS.

**Name of non-filing individual (print name):** \_\_\_\_\_

**Check the box that applies:**

- I was not employed and had no income earned from work in 2021.
- I was employed in 2021 and have listed below the names of all employers, the amount earned from each employer in 2021, and whether an IRS W-2 form or an equivalent document is provided. [Provide copies of all 2021 IRS W-2 forms issued to the student and spouse by their employers]. List every employer even if the employer did not issue an IRS W-2 form.

If more space is needed, provide a separate page with the student’s name and ID number at the top.

Employer’s Name	IRS W-2 or an Equivalent Document Provided?	Total Amount Earned in 2021
<i>(Example) ABC’s Auto Shop</i>	<i>Yes</i>	<i>\$4,567.00</i>
Total Amount of Income Earned from Work		\$

**CERTIFICATION STATEMENT**

I CERTIFY THE SUBMITTED INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THE OFFICE OF FINANCIAL AID MAY REQUEST ADDITIONAL DOCUMENTATION TO VERIFY INCOME INFORMATION.

**SIGNATURE OF NON-FILING INDIVIDUAL** (required)

**DATE**

\_\_\_\_\_

## How to Request an IRS Verification of Non-Filing Letter

For individuals who did not file a 2021 federal tax return, we are required to collect IRS documentation to confirm that no tax return was filed. Dependent students are exempt from this requirement. A Verification of Non-Filing Letter can be requested from the IRS at **IRS.gov**.

- Navigate to: [www.irs.gov/individuals/get-transcript](https://www.irs.gov/individuals/get-transcript)
- Under **“Request Online”** click the link labeled **“Get Transcript Online”**  
You may need to register an account to use this service, if you do not already have one. Secure personal information will be required to register.
- When asked for the Type of Transcript, select **“Verification of Non-filing”** for tax year 2021.

If you are unable to request a transcript through the online service, please contact our office for further assistance.