

2022-2023 Non-Filing Statement

Student Name: _____ Student ID: _____

This form is for individuals who did not file and were not required to file a 2020 federal tax return. Please complete this form if you did not file a tax return for 2020 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 2020 IRS income tax return was not filed (dated on or after October 1, 2021): <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 2020.
- I was employed in 2020 and have listed below the names of all employers, the amount earned from each employer in 2020, and whether an IRS W-2 form or an equivalent document is provided. [Provide copies of all 2020 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 2020
<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 2020 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
- 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 2020.

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