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Last Name	First Name	Middle Init.

Non-Filer Income Verification 2022-2023 - PARENT

The instructions and certifications below apply to each parent included in the household. Complete this section if the parent(s) will not file and are not required to file a 2020 income tax return with the IRS. Once completed, please print, sign, and return this form to our office through the UU Financial Aid Dropbox. Information on using Dropbox can be found here - www.uu.edu/financialaid/verify. Please do not email forms with Sensitive Personal Information. If you have questions, please contact our office for assistance.

1) Provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2021 indicating a 2020 IRS income tax return was not filed (Any parent listed on FAFSA) –

(see reverse of this form for instructions on how to request a Verification of Non-Filing Letter (VNF) from the IRS).

Confirmation of non-filing is provided (for both parents if applicable)

Confirmation of non-filing has been requested and will be provided upon receipt (for both parents if applicable)

I/we attempted to obtain the VNF from the IRS or other tax authorities more than 10 days ago and have been unable to obtain the required documentation

2) Check the boxes that apply and complete the table below:

Parents are married/re-married at the time the FAFSA was completed

Neither parent was employed or earned any income from work in 2020.

One or both parents were 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 was provided. List every employer even if the employer did not issue an IRS W-2 form. *** If parents have married since 2020 & one filed taxes while the other did not – please provide this completed form along with a signed copy of the filing parent’s 2020 federal tax return. Contact our office if you need assistance. ***

Parent is single/divorced/separated/widowed at the time the FAFSA was completed

Parent was not employed and had no income earned from work in 2020.

Parent was employed in 2020 and has listed below the names of all employers, the amount earned from each employer in 2020, and whether an IRS W-2 form was provided. List every employer, even if the employer did not issue an IRS W-2 form.

Employer’s Name	IRS W-2 Provided?	Whose Income?	Annual Amount Earned in 2020
Total Amount of Income Earned From Work			\$

3) Provide a copy of the W-2 for each employer listed above.

- If you do not have a copy of your W-2, use IRS form 4506-T and select box 8 to request a copy from the IRS (<https://www.irs.gov/uac/about-form-4506t>)

Acknowledgment

By signing below, I certify that the above information is true and correct to the best of my knowledge and belief. If asked by an authorized official, I agree to provide additional proof of the information provided on this form. I understand that purposely providing false or misleading information on this form may result in reduction of financial aid, fines and/or imprisonment in this and/or future years.

Student Signature: _____ Date: _____

Parent 1 Signature: _____ Date: _____

Parent 2 Signature: _____ Date: _____

(if applicable)



<input type="text"/>	<input type="text"/>	<input type="text"/>
Last Name	First Name	Middle Init.

(You do not need to return this page – it is for informational purposes only – but please submit the Verification of Non-Filing Letter from the IRS once received)

Requesting a Verification of Non-Filing Letter from the IRS

Non-filers can request a **Verification of Non-Filing Letter**, free of charge, from the IRS in one of two ways – online or paper request. Please be sure to keep a copy for your records.

1. Online Request - Available at www.irs.gov

- Click “Get My Tax Record”
- Click “Get Transcript Online”
- Create account or log in to IRS (If at any point, you cannot validate your identity – for example, you cannot provide financial verification information, or you lack access to a mobile phone – you may order a copy of the non-filing letter using the paper request – see below)
- Once logged in select “Verification of Non-Filing Letter” for tax year 2020
- Submit a copy the IRS Verification of Non-Filing Letter to our office; make sure to include your student’s name and ID# number on the letter. Your student can upload this letter electronically through Dropbox as well.

2. Paper Request Form – IRS Form 4506T

- Download IRS Form 4506-T at <https://www.irs.gov/uac/about-form-4506t>
- Complete lines 1 – 4 following the instructions on page 2 of the form
- Line 3: enter the non-filer's street address and zip or postal code; use the address currently on file with the IRS (or with the US Postal Service if the IRS does not have an address on file)
- Line 7: Select the checkbox on the right-hand side for Verification of Non-Filing Letter
- Line 9: Year or period requested field, enter "12/31/2020"
- The non-filer must sign and date the form and enter their telephone number; only one signature is required when requesting a joint IRS Verification of Non-Filing Letter
- Mail or fax the completed IRS Form 4506-T to the proper address (or fax number) provided on page 2 of Form 4506-T
- If the 4506-T information is successfully validated, non-filers can expect to receive a paper IRS Verification of Non-Filing Letter at the address provided on their request within 5 to 10 business days
- Submit a copy the IRS Verification of Non-Filing Letter to our office; make sure to include your student’s name and ID# number on the letter. Your student can upload this letter electronically through Dropbox as well.