

## 2024-2025 Parent Non-Tax Filer Statement

The information requested on this form is needed to process your financial aid application for the 2024-2025 school year. Complete this form and return it to the Financial Aid Office so your application can be processed.

Student's Last Name	Student's First Name	Student's M.I.	Stevenson University I.D. #
Student's Home Phone Number (include area code)			Student's Date of Birth

The instructions and certifications below apply to each parent included in the household. Complete this section if the parents will not file and are not required to file a 2022 income tax return with the IRS. Check the box that applies:

- Neither parent was employed, and neither had income earned from work in 2022.
- One or both parents were employed in 2022, will not file a tax return and have listed below the names of all employers, the amount earned from each employer in 2022, and whether an IRS W-2 form is provided. (Provide copies of all 2021 IRS W-2 forms issued to the parents by their employers). List every employer even if the employer did not issue an IRS W-2 form.
- I filed my 2022 taxes or will file my taxes.

If more space is needed, attach a separate page with the student's name and student's Stevenson University I.D. # at the top.

Employer's Name	W-2 Provided?	Annual Amount Earned in 2022
<i>Bagel Cafe (example)</i>	<i>Yes (example)</i>	<i>\$2,000.00 (example)</i>

**\*\*You must provide documentation from the IRS dated on or after October 1, 2023 that indicates a 2022 income tax return was not filed with the IRS. See the reverse side of this form for instructions in obtaining this documentation. \*\***

### Certifications and Signatures:

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's Original Signature	Date
Parent's Original Signature (required for dependent students)	Date

Warning: If you purposely give false or misleading information, you may be fined, sent to prison, or both.

**Do not mail this worksheet to the U.S. Dept. of Education. Submit this worksheet along with your IRS Verification of Non-Filer letter to the Stevenson University Financial Aid Office online using the Self-Service Portal.**

## Parent/Spouse Requesting an IRS Verification of Non-Filing Letter

An IRS Verification of Non-filing Letter provides proof that the IRS has no record of a filed Form 1040 for the year you requested. Non-Tax filers can request an IRS Verification of Non-filing of their 2022 tax return status, free of charge, from the IRS by following the steps below:

### Paper Request Form – IRS Form 4506-T

Download IRS Form 4506-T at <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>

- Complete lines 1 – 4 with the non-filers information, following the instructions on page 2 of the form.
- Line 5: Leave this section blank unless you have a Customer File Number.
- Line 6: Leave this section blank.
- Line 7: Select the checkbox on the right hand side for Verification of Non-filing.
- Line 8: Leave this section blank.
- Line 9: Year or period requested field, enter "12/31/2022".
- 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.
- Be sure to review and check the box above the signature section.
- Mail or fax the completed IRS Form 4506-T to the address (or FAX number) provided on page 2 of Form 4506-T. If the 4506-T information is successfully validated, you can expect to receive a paper IRS Verification of Non-filing Letter at the address provided on their request within 5 to 10 days.

### Online

Go to <https://www.irs.gov/individuals/get-transcript>

- Create an ID.me login
- Once logged in click on tax record
- Click Get Transcript
- Select Reason: Income Verification

Once you have received your Verification of Non-filing letter, attach it to your completed and signed 2024-2025 Independent Student Non-Tax Filer Statement and fax or mail both documents to the Stevenson University Financial Aid office.