



# 2023-24 Parent Non-Tax Filer Form

Student Financial Services  
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Appleton, WI 54912-2277

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Your 2022-23 FAFSA indicated your parent(s) did not file a 2021 federal tax return. Please complete the following information.

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

Parent(s) Name on FAFSA \_\_\_\_\_

**STEP 1: Select one answer below and provide W2's or 1099, if applicable.**

- Parent(s) was/were **not** employed, did **not** have income and *is/are not required* to file a 2021 Federal IRS Tax Return.
- Parent(s) was/were employed and had income, but *is/are not required* to file a 2021 Federal IRS Tax Return.  
If you checked this box you need to:
  - o Complete the chart below: list all employer(s) and the amount(s) earned in 2021.
  - o Attach copies of all 2021 W-2 and 1099 Forms.

Complete the chart ONLY if Box B above is checked	Name of Employer	Amount Earned in 2021	2021 W-2 or 1099 Attached?
			<input type="checkbox"/> Yes
			<input type="checkbox"/> Yes
			<input type="checkbox"/> Yes

\*If more space is required, attach a separate page.

Note: If you lost or never received a W-2, contact your employer to request a copy.

**STEP 2: IRS Verification of Non-Filing Letter - Select one answer below.**

- I have attached a Verification of Non-Filing letter from the IRS. Please see page 2 of this document for instructions on how to obtain official IRS verification of non-filing.
- I attempted to obtain a Verification of Non-Filing letter from the IRS on \_\_\_\_\_ (date) and was unsuccessful. I certify I did not file a tax return for 2021 and am not required to for any reason.

## Parent Signature

By signing below, I certify that the information reported is complete and correct. If I purposely provide false or misleading information, I may be fined, sentenced to jail, or both. Additional information may be requested if further clarification is necessary, or to resolve conflicting information.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

**ELECTRONIC SIGNATURES NOT ACCEPTED**

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

### ***What is 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, 1040A or 1040EZ for the year you requested.

Non-Tax filers can request an IRS Verification of Non-filing of their 2021 tax return status, free of charge, from the IRS.

**Online** at <https://www.irs.gov/individuals/get-transcript>. NOTE: This is typically not available if you have never filed taxes in prior years.

- Click “**Request Online**” (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 use Get Transcript by **MAIL** option).
- Follow instructions for creating an account or log in.
- Select “**Verification of Non-filing Letter**” and in the Tax Year field, select “**2021**”.
- If you choose the by “**Get Transcript by Mail**” option, the address you enter must match the address already on file with the IRS exactly. It is typically the address on your most recent tax return.
  - How to fix address matching problems when ordering online:
    - The address entered must match the address already in file with the IRS exactly.
    - Spelling out the word “street” rather than using the abbreviation “st” can be enough to cause an error.
    - Addresses in the IRS system are auto-corrected through a post office program and may not match what you put on your tax return. Go to [www.usps.com](http://www.usps.com), click on “Quick Tools,” then “Look Up Zip Code” to get the standardized version of your address.

### By Phone

- Call 1-800-908-9946 to receive the transcript by mail to the tax filer’s IRS address of record within 5 to 10 calendar days.

**Paper Request Form 4506-T** – The IRS is not processing paper request Forms 4506-T at this time.

**In some instances, the IRS may provide the tax filer with an IRS Form 13873. Any version of IRS Form 13873 that clearly states the form is provided to the individual as verification of non-filing or states the IRS has no record of a tax return is acceptable documentation of non-filing.**

If you have any issues in obtaining an IRS Verification of Non-filing Letter (issues with name, address, etc.), please contact the IRS.gov Website Help Desk at 1-800-876-1715, Monday-Friday 7am-7pm (Central Time) or review **Get-Transcript FAQs**, <http://www.irs.gov/Individuals/Get-Transcript-FAQs>.