



### 2023-2024 Parent Non-Filer Statement

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

Student ID Number: \_\_\_\_\_

Name(s) of Non-Filer: \_\_\_\_\_

Relationship of Non-Filer(s) to Student: \_\_\_\_\_

#### **Section A:**

Check the box that applies:

Parent(s) of the student listed above was (were) not employed and did not have income earned from work in 2021. Note: If this box is checked, skip to Section C.

Parent(s) of the student listed above was (were) employed in 2021, have not filed, and am (are) not required to file an income tax return for tax year 2021. If this box is checked, Section B and C must be completed.

#### **Section B:**

List the names of all employers, the amount earned from each employer in 2021, and whether an IRS W-2 was provided. List every employer even if the employer did not provide an IRS Form W-2.

Employer's Name	Amount	IRS Form W-2 Provided?*
<i>ABC Company (example)</i>	<i>\$1,250.00</i>	<i>Yes</i>

**\*If an IRS Form W-2 was provided by the employer, please attach it to this form.**

#### **Section C:**

Attach IRS Verification of Non-Filing letter. Instructions for obtaining this letter can be found on the following page - or

Check the following box and sign below to attest to the statement:

Parent(s) of the student listed above attempted to obtain the verification of Non-Filing (VNF) from the IRS or other tax authorities and was unable to obtain the required documentation

#### **Signature (Required)**

By signing below, I certify that all of the information reported on this form is complete and accurate and that I (or myself and my spouse) have not filed and am (are) not required to file an income tax return for tax year 2021.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Printed Name

**Please submit this form and supporting documents by uploading to your Net Partner Portal, available here:  
<https://financialaid.wustl.edu/financial-aid-portal/>**

## **IRS Verification of Nonfiler Letter Request Process**

This process is free of charge and can be done in one of two ways – online or by mail. The IRS Verification of Non-filer letter should be sent directly to you and submitted along with Washington University's Non-Filer Worksheet and W-2's (if applicable).

### **Online Request at [www.irs.gov](http://www.irs.gov).**

- Visit [irs.gov](http://irs.gov), select "Get your Tax Record," select "Get Transcript Online."
- Enter the Non-Filer's SSN, email address, filing status, account numbers for loan or credit card associated with their name, and mobile phone associated with their name.
- Select "Verification of Non-Filing Letter" and in the Tax Year field, select "2021."
- If successfully validated, you will be able to view and print your IRS Verification of Non-Filing Letter.

### **Paper Request Form – IRS Form [4506T](#)**

- Fill out box 1a through box 5 on the attached 4506-T form.
- Sign the bottom of the 4506-T form
- Mail or fax the form to the appropriate Internal Revenue Service RAIVS Team location based upon where you lived on 12/31/2021.

### **How to Submit your Verification of Non-Tax Filing Letter:**

If you requested a Verification of Non-Tax Filing Letter via the 4506-T form, it may take 10-14 days for your letter to arrive. If you made an online request, the letter should appear immediately as a PDF document. Once received, make a copy for your records, mark through your social security number (cover it up), write your student's name and WU ID# - submit this form and supporting documents by uploading to your [Net Partner Portal](https://financialaid.wustl.edu/financial-aid-portal/), available at <https://financialaid.wustl.edu/financial-aid-portal/>