

**2023-2024 Parent Non-Tax Filer Statement**

Student Name: \_\_\_\_\_ Student ID# \_\_\_\_\_

You indicated that your parent(s) will not file a 2021 Federal Income Tax Return. To verify this information, you must complete this form and supply all requested documents to MCAD Financial Aid Office.

**Complete the form using the parent information supplied on your 2023-24 FAFSA.**

Parent 1 Name: \_\_\_\_\_

Parent 2 Name: \_\_\_\_\_

Parent completing this form: Parent 1 \_\_\_ Parent 2 \_\_\_ Both \_\_\_

**Check one of the options below and follow the steps provided:**

Neither parent was employed, and neither had income earned from work in 2021.

- Submit a 2021 IRS Verification of Non-Filing Letter for each parent listed on the FAFSA.

One or both parents were employed in 2021.

- Complete the table below, listing the names of all employers and the amount earned from each during 2021.\*
- Provide copies of all 2021 W-2 forms for employers listed. If a W-2 was not available, you can request a Wage and Income Transcript from [irs.gov](https://www.irs.gov).
- Submit a 2021 IRS Verification of Non-filing Letter for each parent who did not file a tax return. (Instructions on page 2)

Employer's Name	Amount Earned in 2021	W-2 Attached	Parent's Name

\*You may attach an additional sheet if more space is needed.

**By signing this form, I certify that the above information is complete and correct. I certify that I did not, will not, and am not required to file a 2021 US Federal Tax Return, I have attached all necessary documentation. All information reported on this form is complete and accurate.**

Parent 1 Signature \_\_\_\_\_ Date: \_\_\_\_\_

Parent 2 Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **REQUESTING A VERIFICATION OF NONFILING 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. Tax Return Transcript and a Tax Account Transcript that includes a message such as “no record of return filed” or “no transcript on file” is acceptable documentation for verification of nonfiling.

Non Tax filers can request an IRS Verification of Non-filing Letter, free of charge, from the IRS in one of three ways:

### **1. Online Request**

Available at [www.irs.gov/individuals/get-transcript](http://www.irs.gov/individuals/get-transcript).

**Note:** This is typically not available if you have never filed taxes before in prior years. If this is the case, please use the telephone or paper request process detailed below.

- Click “**Get Transcript 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, see below)
- Follow instructions for creating an account or log in. To create an account, you will need your Social Security Number or Individual Tax Identification Number, email address, birthdate, mailing address from latest tax return, tax filing status, account number for loan or credit card associated with your name, and mobile phone associated with your name.
- Select “**Verification of Non-filing Letter**” and in the Tax Year field, select “**2021**”.
- If successfully validated, you will be able to view your IRS Verification of Non-filing Letter.

### **2. Telephone Request**

Available from the IRS by calling **1-800-908-9946**.

- Non-filers can expect to receive a paper IRS Verification of Non-filing Letter at the address provided in their telephone request within 5 to 10 days from the time of the request.
- IRS Verification of Non-filing Letter requested by telephone cannot be sent directly to MCAD.

### **3. Paper Request Form – IRS Form 4506-T**

Download IRS Form 4506-T from [www.irs.gov](http://www.irs.gov).

- Complete the form.
- Fax or mail according to instructions on the form.
- These requests take more time.

Contact the Financial Aid Office if you have any problems attaining the IRS Non-filing Letter.

Email: [financial\\_aid@mcad.edu](mailto:financial_aid@mcad.edu)

Phone: 612-874-3782