



2024-25 Non-Tax Filer Form: U.S. Income

Return To: The Office of Financial Aid
Duesenberg Welcome Center, 1620 Chapel Drive, Valparaiso, IN 46383
Fax: 219.464.5012 Email: Finaid@valpo.edu

Student Name: _____ Valpo ID #: _____

If you, your spouse, or your parent(s) had earned wages and did not and was not required to file a 2022 Federal Income Tax Return with the IRS, please complete the following information and return this form, along with any W-2 forms and the IRS Non-filing Letter to the address given above.

Each non-filer must complete a separate form and provide separate verification of non-filing.

SECTION 1:

I am the: (select one)

- Student listed above
Spouse of student listed above Name of Spouse: _____
Parent of the student listed above Name of Parent: _____

SECTION 2:

List below the names of all employers and the amount earned from each employer in 2022. If a W-2 or equivalent document was provided to you from your employer, you must provide a copy along with this statement. (See back for additional information)

Table with 3 columns: Employer's Name, Annual Amount Earned in 2022, W-2 Not Available. Contains 4 empty rows for data entry.

SECTION 3:

Please provide Verification of Non-filing Letter from the IRS. (See back for additional information).

SECTION 4:

For Individuals without a Social Security Number (SSN), Individual Taxpayer Identification Number (ITIN), or Employer Identification Number (EIN) ONLY:

- I confirm that I do not have an SSN, ITIN, or EIN.

Signed Statement
I, _____, did not file and was not required to file a 2022 income tax return.
(print name)
Signature: _____ Date: _____

Do you need to file a tax return?

Please refer to IRS.gov for more specific filing requirements, but typically you must file if:

- You are married and your combined gross income is more than \$25,900 (if filing separate: must file with income over \$5)
- You are single (with a dependent-filing as head of household) and gross income is more than \$19,400
- You are single (and parents claim you on their tax return) and earned income is more than \$12,950
- You are single (and parents cannot claim you on their tax return) and gross income is more than \$12,950

Self-employed individuals are required to file an annual return and pay estimated tax quarterly if they had net earnings from self-employment of \$400 or more.

Failing to file a required federal income tax return, will prevent the disbursement of federal student aid. The Free Application for Federal Student Aid (FAFSA) requires income and tax information from the prior prior year.

Requesting a Wage and Income Tax Transcript from the IRS (online):

Available at IRS.gov

1. Click the **Get your Tax Record** link on the home page.
2. Choose the **Get Transcript Online** option.
3. Sign in with an existing account or create a new account utilizing the options provided by the IRS.
4. Once logged in, select **Higher Education/Student Aid** from the drop-down menu and click **Go**. You do not need to enter a customer file number to make the request.
5. Make sure to request **Wage and Income Transcript**.
6. Please ensure you enter the tax year requested on your verification form.

Requesting via telephone is also available from the IRS by calling 1.800.908.9946 and may take 5 to 10 business days. Mail request can also be made and instructions are available at IRS.gov.

Requesting an IRS Verification of Non-filing Letter (Online)

Available on the IRS website.

1. Click the **Get your Tax Record** link on the home page.
2. Choose the **Get Transcript Online** option.
3. Sign in with an existing account or create a new account utilizing the options provided by the IRS.
4. Once logged in, select **Higher Education/Student Aid** from the drop-down menu and click **Go**. You do not need to enter a customer file number to make the request.
5. Select **Verification of Non-filing Letter** and enter the tax year requested on your verification form.
6. If successfully validated, you will be able to view your IRS *Verification of Non-filing Letter* that can be printed.

Requesting via telephone is also available from the IRS by calling 1.800.908.9946 and may take 5 to 10 business days. Mail request can also be made and instructions are available at IRS.gov.