



2025-2026 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 were not required to file a 2023 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 2023. 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).

SECTION 3:

Table with 3 columns: Employer's Name, Annual Amount Earned in 2023, W-2 Not Available. Contains 4 empty rows for data entry.

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 2023 income tax return.
(printed 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 combined gross income is more than \$27,700 (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 \$20,800
- You are single (and parents claim you on their tax return) and earned income is more than \$13,850
- You are single (and parents cannot claim you on their tax return) and gross income is more than \$13,850

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.