



Albion College

2023-24 VERIFICATION OF NON-FILING STATUS FOR PARENTS

Complete this form if the parent(s) will not file and is not required to file a 2021 federal IRS income tax return.

STEP 1 – STUDENT INFORMATION

Name: _____ Student ID Number: _____

STEP 2 – PARENT INCOME INFORMATION

Check the box that applies:

- The parent(s) was not employed and had no income earned from work in 2021.
- The parent(s) was employed in 2021 but was not required to file a federal tax return. Using the table below, list every employer and amount earned, even if the employer did not issue an IRS W-2 form.

Employer's Name	Amount Earned in 2021
<i>Brit's Lawn Care (example)</i>	<i>\$2,000.00 (example)</i>

STEP 3 – DOCUMENTATION

The parent(s) must submit copies of all W-2's from wages earned. An IRS Verification of Non-Filing letter must also be submitted for each parent listed on the FAFSA. A letter may be requested directly from the IRS.

- **Online Request** – Go to [IRS.gov](https://www.irs.gov). Under the Tools & Applications heading on the homepage, click “Get YourTax Records”. Select “Get Transcript Online”. Once logged in, select the Verification of Non-Filing Letter.
- **Telephone Request** – 1-800-908-9946
- **Paper Request Form** – IRS Form 4506T-EZ or IRS Form 4506-T

STEP 4 – CERTIFICATION AND SIGNATURE

By signing this worksheet, we certify that all information reported to qualify for federal student aid is complete and accurate.

Student's Signature

Date

Parent's Signature

Date

Completed forms and documentation can be brought to the Office of Financial Aid, emailed to financialaid@albion.edu, faxed to 517/629-0581, or mailed to the address below. Social security numbers should be redacted for security purposes.