

2023-2024 Parent Non-Tax Filer Form



Office of Scholarships and Financial Assistance

800 University Drive Office: 660-562-1363
Maryville, MO 64468 Fax: 660-562-1674
finaid@nwmissouri.edu Toll Free: 800-633-1175

Student information

Last name First name Middle initial Northwest 919 number

Address City State ZIP Phone Number

Please complete this form for the parent(s) listed in the household on your 2023-2024 FAFSA. Select all applicable categories and complete each appropriate section.

- Parent 1 did not work in 2021 and will not file a 2021 tax return
- **Request a Verification of Non Filing Letter from the IRS** (see instructions on following page)
- Parent 2 (if applicable) did not work in 2021 and will not file a 2021 tax return
- **Request a Verification of Non Filing Letter from the IRS** (see instructions on following page)
- Parent 1 and/or parent 2 (if applicable) worked in 2021 and will not file a 2021 tax return
- Complete the chart below listing each employer and amount of income earned
 - Request a Verification of Non Filing Letter from the IRS (see instructions on following page)
 - **Attach copies of all 2021 W-2 forms** or a Wage and Income Transcript that can be requested directly from the IRS

Parent Name	Employer Name	2021 Amount Earned	Did you receive a W-2 or 1099?
		\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
		\$	<input type="checkbox"/> Yes <input type="checkbox"/> No

If you were not issued a W-2 or 1099 form from an employer listed above, please explain below how you were paid, the nature of your job, and why you were not issued a W-2 or 1099 from that employer.

- Parent 1 and/or Parent 2 did file a 2021 federal income tax return. If so, you will need to make a correction to your FAFSA and submit IRS tax filing information.

2021 IRS Tax Filing Income Requirements, if under age of 65 (from the 2021 IRS Instruction Booklets, see irs.gov)			
For most individuals, a tax return must be filed if 2021 income was at least the amount listed below.			
Single -	\$12,550	Married filing jointly -	\$25,100
Head of Household -	\$18,800	Married filing separately -	\$5
		Qualifying widow(er) -	\$25,100

Certification statement

By signing, I certify that all information reported is complete and accurate.

Student Signature (required) Date Parent 1 Signature (required for dependent students) Date

Parent 2 Signature (if applicable) Date

Warning: If you purposely give false or misleading information, you may be fined, be sentenced to jail, or both.

2023-2024 Verification of Non-Filing Letter Form



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If you, your spouse, and/or your parent(s) did not file and were not required to file a 2021 federal income tax return, you are required to provide to our office confirmation of this by submitting a **Verification of Non-Filing Status Letter** that can be requested directly from the IRS.

If you worked and earned wages but were not required to file taxes, you must also submit all 2021 W-2 forms. If 2021 W-2's are unavailable you can request an **IRS Wage and Income Transcript** from the IRS.

This verification **MUST** be received for **EACH** non-filer and must be dated on or after **October 1, 2022**. To request a Verification of Non-Filing Status Letter and/or a Wage and Income Transcript from the IRS, follow the instructions below and complete the IRS form 4506-T and mail/fax to the IRS.

IRS 4506-T Form Instructions:

- Access the 4506-T form at irs.gov/pub/irs-pdf/f4506t.pdf
- Complete items 1-5, including your student's 919# on item 5 to ensure our office can match the transcript received to the correct student record.
- To request a Verification of Non-Filing Letter, check the box adjacent to item 7. Non-filers who are unable to locate their 2021 W2/1099 forms can also check the box adjacent to item 8 to request a Wage and Income Transcript from the IRS in lieu of their W2/1099
- Enter 12/31/2021 on item 9
- Check the box indicating that the person completing the form has the authority to sign the Form 4506-T
- Print, sign and, mail or fax the completed form to the applicable IRS location listed on page 2 of the 4506-T form.

- Student and/or student's spouse has obtained the Verification of Non-Filing Letter and letter(s) are submitted with this document.
- Parent 1 and/or Parent 2 has obtained the Verification of Non-Filing Letter and letter(s) are submitted with this document.
- Student/spouse/parent1/parent 2 has/have attempted to obtain the Verification of Non-Filing Letter and have been unable to do so. Please provide a summary of those efforts below.

If the student, spouse, and/or parent(s) did file a 2021 federal income tax return, you will need to make a correction to your FAFSA and submit IRS tax filing information.

Certification statement

By signing, I certify that all information reported is complete and accurate.

Student Signature (required) Date Parent 1 Signature (required for dependent students) Date

Spouse Signature (if married) Date Parent 2 Signature (if applicable) Date

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