



## 2023-2024 INDEPENDENT STUDENT NON-TAX FILER WORKSHEET

Student Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_  
Last First MI

Your application has been selected for review in a process called Verification. Since you indicated on the FAFSA that you did not file federal taxes for **2021**, the Financial Aid Office must verify this information. Please complete this worksheet and return it to the Financial Aid Office.

1. Did you (and/or your spouse) file a federal income tax return for **2021**? Tax returns include the 2021 IRS Form 1040 (including schedules), a tax return from Puerto Rico or a foreign tax return.

Check one: \_\_\_\_\_ YES \_\_\_\_\_ NO

2. If you answered NO to #1:

A. List your employers and other sources of income received in 2021 and the amount of money from each employer or source of income. Sources of income include employment, Social Security, child support received, TANF benefits, etc. **You will need to provide copies of all 2021 W-2 forms to the Financial Aid Office.** Leave no lines blank; if you had no income, please write "N/A" in all columns.

Employer/Source of Income	2021 Earnings	W-2 Attached (mark "X")

B. **Submit a Verification of Non-filing Letter from the IRS.** To obtain this online, go to <https://www.irs.gov/individuals/get-transcript>. To order this by mail, complete Form 4506-T, which can be found at <http://www.uww.edu/financialaid/forms>. Complete steps 1-4, check the box in #7, Verification of Non-filing and in #9, use 12/31/2021 as the date. Mail or fax the form based on your state of residence. Once you receive the Non-filing letter from the IRS, please submit it to us.

If you have attempted to obtain the Verification of Non-filing Letter from the IRS but were unable to obtain it, please sign the statement below **and** on the back of this form.

3. If you answered YES to #1, you must provide your tax information to the Financial Aid Office. You can do this in one of two ways:

- A. Go to [fafsa.gov](https://fafsa.gov) and log in using your FSA ID and password. You can retrieve your tax data directly from the IRS. If the FAFSA indicates you are not eligible for this process, please go to step B.
- B. Request a tax transcript from the Internal Revenue Service and submit this transcript to the Financial Aid Office. Go to <https://www.irs.gov/individuals/get-transcript>.

By signing this worksheet, I certify that all the information reported on it is complete and correct. If you purposely give false or misleading information on this worksheet, you may be fined, sentenced to jail, or both. **Note: We may request additional documentation if we have reason to believe any of the information on this form is inaccurate.**

\_\_\_\_\_  
 Student Signature (typed signatures are not acceptable) Date

**Attach copies of all 2021 W-2 forms and the IRS Verification of Non-filing Letter**



## 2023-2024 INDEPENDENT STUDENT NON-TAX FILER WORKSHEET ADDENDUM

Student Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_  
Last First MI

Please complete this addendum agreeing to the following:

- I did not file a 2021 tax return and am not required to do so
- I have tried to obtain a Verification of Non-filing Letter from the IRS but have not received it
- Have already submitted (or are submitting with this form) copies of all 2021 W-2s.

By signing this worksheet, I certify that all the information reported on it is complete and correct. If you purposely give false or misleading information on this worksheet, you may be fined, sentenced to jail, or both. **Note: We may request additional documentation if we have reason to believe any of the information on this form is inaccurate.**

\_\_\_\_\_  
Student Signature (typed signatures are not acceptable)

\_\_\_\_\_  
Date