

## 2023-2024 Verification of 2021 Income for Parent Non-tax Filer(s)

The instructions and certifications below apply to each parent included in the household. Complete this section if the parents will not file and are not required to file a 2021 income tax return with the IRS.

**Check the box that applies:**

- ☐ Neither parent was employed, and neither had income earned from work in 2021.
- ☐ One or both parents were employed in 2021 and have listed below the names of all employers, the amount earned from each employer in 2021, and whether an IRS W-2 form or an equivalent document is provided.\*\*

List every employer even if they did not issue an IRS W-2 form.

Employer's Name	Annual Amount Earned in 2021	For Whom?	**IRS W-2 or an Equivalent Document Attached?
<i>(Example) Pro Auto</i>	<i>\$980</i>	<i>Father</i>	<i>Yes</i>

**\*\* (Provide copies of all 2021 IRS W-2 form(s) issued to the parents by their employers).**

All non-tax filers are required to provide an IRS verification of non-filing letter dated on or after October 1, 2022 that indicates a 2021 IRS income tax return was not filed with the IRS or other relevant tax authority, or a signed statement that the individual attempted to obtain confirmation of non-filing from the IRS or other relevant tax authority and was unable to obtain the required documentation.

To obtain a 2021 verification of non-filing letter, use the IRS's webpage at <https://www.irs.gov/individuals/get-transcript>. Choose either "Get Transcript Online" or "Get Transcript by Mail" and proceed through the prompts. The online option will give you instant access via pdf and the mail option will deliver your transcripts by mail within 5-10 days.

**Check the box that applies:**

- ☐ Check here if verification of non-filing is provided.
- ☐ Check here if verification of non-filing will be provided later.

**Certification and Signatures**

Signing this worksheet certifies that all of the information reported on it is complete and correct.

**The parent must sign and date this form.**

\_\_\_\_\_  
Print Student's Name

\_\_\_\_\_  
Student's ID Number

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date