

Student’s Name _____ Westmoreland Student ID# _____

Was/were your parent(s) required to file a tax return with the IRS for **2019**? Yes No

A non-tax filer is required to obtain a Free Verification of Non-Filing Letter from the IRS. The only exception is a dependent student who did not file taxes. Each parent on the FAFSA who did not file 2019 taxes **must** submit a Free Verification of Non-Filing Letter.

1) Request online at <https://www.irs.gov/individuals/get-transcript>

- Select “**Get Your Tax Record**”
- Select “**Get Transcript ONLINE**” or “**Get Transcript by MAIL**”
- Select “**Verification of Non-filing letter**” for tax year “**2019**”

2) Request by calling the IRS Transcript Order Line at 1-800-908-9946

- Request an “**IRS Verification of Non-filing Letter**” for “**2019**”

3) If you had income in 2019, provide copies of W-2s and/or 1099 forms from all employers

- Replacement copies of W-2s may be obtained from your employer or by requesting a Wage and Income Transcript from the IRS

If your parent(s) is/are unable to obtain a Free Verification of Non-Filing Letter from the IRS after attempting to do so online, by telephone, **AND** by mail, this signed statement certifying the individual(s) attempted to obtain the verification of non-filing and was unable to obtain it will be accepted.

Please submit the following documentation:

- The Free Verification of Non-Filing Letter(s) from the IRS
- Copies of form W-2 for each source of employment income received for the tax year **2019**
- This 2021-2022 Dependent Non Filer(s) Statement and W-2 Request

Parent Certification

I/we affirm that I/we did not and will not file a **2019** Federal Income Tax Return. I/we certify that all of the information provided is complete and correct. If I/we purposely gave false or misleading information on this form, I/we may be subject to fines and/or imprisonment.

If the Free Verification of Non-Filing Letter(s) is/are not attached, I/we certify that I/we attempted to obtain the Free Verification of Non-Filing Letter(s) from the IRS online, by telephone, **AND** by mail and was/were unable to obtain it.

Parent’s Signature (**Must** be signed in blue or black ink)

Date

Parent’s Signature (**Must** be signed in blue or black ink)

Date

Submit your completed verification documents to the Financial Aid Office by electronic submission from your Westmoreland student email account to financialaid@westmoreland.edu (SUBJECT LINE: VERIFICATION), by FAX (724-925-5802), in person (Student Enrollment Center located in the Student Achievement Center), or by mail (Westmoreland County Community College, Financial Aid Office, 145 Pavilion Lane, Youngwood, PA 15697).

Please allow 3 business days to confirm receipt of documents in your student portal and 2 weeks for processing **AFTER** we receive **ALL** requested documents.