

Student’s Name _____ Westmoreland Student ID# _____

Were you and/or your spouse 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. You and your spouse, if applicable, who did not file 2019 taxes **must** each 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 and/or your spouse 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 you and/or your spouse 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

Student and Spouse (If Applicable) 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.

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

Date

Spouse’s Signature (if applicable: **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.