

Student’s Name \_\_\_\_\_ Westmoreland Student ID# \_\_\_\_\_

Was/were your parent(s) required to file a tax return with the IRS for **2020**?       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 2020 taxes **must** submit a Free Verification of Non-Filing Letter.

- 1) Request online at <https://www.irs.gov/individuals/get-transcript>
  - Select “Get Transcript Online” or “Get Transcript by Mail”
- 2) Request by calling the IRS Transcript Order Line at 1-800-908-9946
  - Request an “IRS Verification of Non-filing Letter” for “2020”
- 3) If you had income in **2020**, 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 **2020**
- This 2022-2023 Dependent Non Filer(s) Statement and W-2 Request

**Parent Certification**

I/we affirm that I/we did not and will not file a **2020** 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](mailto: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.