

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

Were you and/or your spouse required to file a tax return with the IRS for **2021**?  Yes  No

A non-tax filer is required to obtain a Free Verification of Non-Filing Letter from the IRS. If you and/or your spouse (if applicable) did not file 2021 taxes, each of you **must** submit a Free Verification of Non-Filing Letter.

- 1) Request online at <https://irs.gov/individuals/get-transcript>
  - Select “Get Transcript Online” or “Get Transcript by Mail”
- 2) Request by calling the IRS automated Transcript Service Line at 1-800-908-9946
  - Request an “IRS Verification of Non-filing Letter” for “2021”
- 3) If you and/or your spouse had income in **2021**, 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 Letter(s) and was/were 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 **2021**
- This 2023-2024 Independent 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 **2021** 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](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.