

2023-2024 FAFSA Verification

IRS Non-tax Filer Confirmation for Parent

We have received your student's 2023-24 Free Application for Federal Student Aid (FAFSA). Your student's FAFSA was selected for a process called Verification." UNK is required by federal regulation to collect information to verify that the FAFSA is accurate. Any corrections made based on this documentation will be reported to you by the Federal Student Aid Center on an updated Student Aid Report.

You indicated on your student's 2023-24 FAFSA that you (and/or your spouse) did not file a 2021 federal income tax return with the IRS (form 1040). In order for our office to verify this you must submit an IRS Verification of Non-Filing Letter to our office. **If you and--if applicable--your spouse did not file, Verification of Non-Filing is needed from each of you.**

Follow the instructions below to request your non-tax filing status online:

1. Visit irs.gov, select "Get your Tax Record," select "Get Transcript Online."
2. Enter the Non-Filer's SSN, email address, filing status, account numbers for loan or credit card associated with their name, and mobile phone associated with their name.
3. Select "Verification of Non-Filing Letter" and in in the Tax Year field, select "2021." If successfully validated, you will be able to view and print your IRS Verification of Non-Filing Letter.

Complete this section if you and--if applicable--your spouse are unable to retrieve verification of your non-tax filing status on irs.gov:

For the/a parent listed on the FAFSA to complete:

Student Name: _____ NUID: _____

I, _____, attest to the fact that on _____ a good faith attempt was made to retrieve verification
(Parent 1 Name) (Date)

of Non-Tax Filing Letter on irs.gov using the above instructions and I was unable to do so. By signing below I also state that all of the following are true:

- 1) I did not file a 2021 federal tax return.
- 2) I am/was not required to file a 2021 federal tax return.

Parent 1 Signature: _____ Date: _____

For the parent's spouse--if applicable--to complete:

I, _____, attest to the fact that on _____ a good faith attempt was made to retrieve a
(Parent 2 Name) (Date)

verification of Non-Tax Filing Letter on irs.gov using the above instructions and I was unable to do so. By signing below I also state that all of the following are true:

- 1) I did not file a 2021 federal tax return.
- 2) I am/was not required to file a 2021 federal tax return.

Parent 2 Signature: _____ Date: _____

How to Submit your Verification of Non-Tax Filing Status to UNK:

After you've made an online request, the letter should appear immediately as a PDF document. Once received, make a copy for your records, mark through your social security number (cover it up), **write your name and NU ID# on it**, and submit the Verification of Non-Tax Filing Letter to our office. If you are unable to retrieve the online Non-Tax Filing Letter from irs.gov, complete the section above and submit this document to the UNK Financial Aid Office. Preferred way to submit documents is to have your student log into MyBLUE and access 'Document Upload' on the Financial Aid page under Related Documents. Other methods include fax, mail or in person.