



2025-2026 Parent Non-Filer Statement

Student Name: _____ Student ID Number: _____

Name(s) of Non-Filer: _____

Relationship of Non-Filer(s) to Student: _____

Section A:

Check the box that applies:

Parent(s) of the student listed above was (were) not employed and did not have income earned from work in 2023. Note: If this box is checked, skip to Section C.

Parent(s) of the student listed above was (were) employed in 2023, have not filed, and am (are) not required to file an income tax return for tax year 2023. If this box is checked, Section B and C must be completed.

Section B:

List the names of all employers, the amount earned from each employer in 2023, and whether an IRS W-2 was provided.

List every employer even if the employer did not provide an IRS Form W-2.

Employer's Name	Amount	IRS Form W-2 Provided?*
<i>ABC Company (example)</i>	<i>\$1,250.00</i>	<i>Yes</i>

***If an IRS Form W-2 was provided by the employer, please attach it to this form.**

Section C:

Attach IRS Verification of Non-Filing letter. Instructions for obtaining this letter can be found on the following page –

or

Check the following box and sign below to attest to the statement:

Parent(s) of the student listed above attempted to obtain the verification of Non-Filing (VNF) from the IRS or other tax authorities and was unable to obtain the required documentation

Signature (Required)

By signing below, I certify that all of the information reported on this form is complete and accurate and that I (or myself and my spouse) have not filed and am (are) not required to file an income tax return for tax year 2023.

Parent Signature: _____ Date: _____

Parent Printed Name: _____



IRS Verification of Nonfiler Letter Request Process

An IRS Verification of Non-filing Letter provides proof that the IRS has no record of a filed Form 1040 for the year you requested.

This process is free of charge and can be done in one of two ways – online or by mail. The IRS Verification of Non-filer letter should be sent directly to you and submitted along with Washington University’s Non-Filer Worksheet and W-2’s (if applicable).

Online Request available at www.irs.gov/individuals/get-transcript.

- Click “Get Transcript Online” (If at any point, you cannot validate your identity – for example, you cannot provide financial verification information or you lack access to a mobile phone – you may use Get Transcript by Mail, see below)
- Select “Higher Education/Student Aid” for the reason you need a transcript.
- Select 2023 under “Verification of Non-Filer”.
- Print or Save this document and submit with Washington University’s Non-Filer Statement, along with any W-2s if applicable. Be sure to include the student’s ID number on each document.

Paper Request Form – [IRS Form 4506T](#)

- Form can be downloaded <https://www.irs.gov/>
- Search “IRS Form 4506T”. Complete lines 1 – 4, following the instructions on page 2 of the form.
- **Do not complete Line 5. Verification of Non-Filer letter must be sent to the parents or student and submitted with Washington University’s Non-Filer Statement.**
- Check the box at the end of row 7.
- On line 9, enter the year-end date you are requesting. For the 2025-2026 FAFSA you would enter 12/31/2023.
- Check the box above signature, enter your phone number, and sign the form.
- Please mail the completed form to the IRS. Page 2 of the IRS 4506-T gives directions on where to mail the form based on the state in which you live. Below is the same information as provided on page 2 of the form:

Alabama, Alaska, Arizona, Arkansas, California, Colorado, Florida, Hawaii, Idaho, Iowa, Kansas, Louisiana, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Texas, Utah, Washington, Wyoming, a foreign country, American Samoa, Puerto Rico, Guam, the Commonwealth of the Northern Mariana Islands, the U.S. Virgin Islands, or A.P.O. or F.P.O. address

Internal Revenue Service
RAIVS Team
P.O. Box 9941
Mail Stop 6734
Ogden, UT 84409

Connecticut, Delaware, District of Columbia, Georgia, Illinois, Indiana, Kentucky, Maine, Maryland, Massachusetts, Michigan, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, South Carolina, Tennessee, Vermont, Virginia, West Virginia, Wisconsin

Internal Revenue Service
RAIVS Team
P.O. Box 145500
Stop 2800 F
Cincinnati, OH 45250