



## 2024-2025 Parent Non-Filer Form

**Student Name:** \_\_\_\_\_ **WSCO ID:** \_\_\_\_\_ **DOB:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**INSTRUCTIONS:**

Complete BOTH STEPS 1 and 2 if you, the parent(s)/stepparent, did not file and are not required to file a 2022 income tax return with the IRS. PLEASE NOTE: The Financial Aid Office cannot advise if you are required to file taxes. We recommend contacting a trusted tax preparer or tax professional to determine this information. Visit [www.irs.gov/help/ita](http://www.irs.gov/help/ita) for more info on federal tax filing requirements.

**STEP 1: Request a Verification of Non-filing Letter from the IRS and submit to the Financial Aid Office by using one of the two options below.**

**Option 1:** You may request your Verification of Non-filing Letter online by visiting [www.irs.gov](http://www.irs.gov) and selecting “Get My Tax Record”, and then “Get Transcript Online”. Not everyone is eligible for this option so if it does not work for you, you must use Option 2.

**Option 2:** Visit [www.irs.gov/form4506t](http://www.irs.gov/form4506t) and complete an IRS Form 4506-T to request a Verification of Non-filing Letter. You must complete the required fields: #1 – 4 enter all info requested, #7 CHECK BOX for “Verification of Non-filing”, #9 enter the date 12/31/2022. Finally PRINT, SIGN, and MAIL (or fax) form to the IRS. See the instructions page for address/number. Please allow the IRS ample time for processing.

**STEP 2: Check the box that applies.**

**Parent 1:** \_\_\_\_\_ (Print Parent 1 Name)

- I, Parent 1, was not employed and had no income earned from work in 2022.
- I, Parent 1, was employed in 2022 and have listed the names of all employers and the amount earned from each below. I have included my 2022 W-2’s and earnings statements with this form. *Need more room? Attach separate page.*

Parent 1 2022 Employer(s) Name OR Source of Income:	W-2’s Provided? YES / NO	Parent 1 2022 Income Earnings – List Amount Earned:
	YES / NO	
	YES / NO	

**Parent 2:** \_\_\_\_\_ (Print Parent 2 Name)

- I, Parent 2, was not employed and had no income earned from work in 2022.
- I, Parent 2, was employed in 2022 and have listed the names of all employers and the amount earned from each below. I have included my 2022 W-2’s and earnings statements with this form. *Need more room? Attach separate page.*

Parent 2 2022 Employer(s) Name OR Source of Income:	W-2’s Provided? YES / NO	Parent 2 2022 Income Earnings – List Amount Earned:
	YES / NO	
	YES / NO	

**Certification:** *By signing below, we certify that all the above information reported to qualify for federal student aid is complete, true and correct.*

**WARNING: If you purposely give false or misleading information, you may be fined, sent to prison, or both.**

<i>PARENT 1 – Signature</i>	<i>DATE</i>	<i>PARENT 2 – Signature</i>	<i>DATE</i>
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RETURN THIS FORM: Completed forms and documents may be dropped off in person at the WSCO Student One Stop, fax 740.376.0257, scan & email [finaid@wscc.edu](mailto:finaid@wscc.edu) or mail 710 Colegate Dr., Marietta, OH 45750.

**Office Use Only:**    W2’s Needed?    YES \_\_\_\_\_ No \_\_\_\_\_    W2’s Received?    YES \_\_\_\_\_ No \_\_\_\_\_