



2025-2026 Independent Student Non-Filer Form

Student Name: _____ WSCO ID: _____ DOB: ____/____/____

INSTRUCTIONS: Complete **ALL STEPS (1, 2 & 3)** if you, (and/or your spouse, if married) did not file and are not required to file a 2023 income tax return with the IRS.

Note: WSCO Financial Aid Office cannot advise if you are required to file taxes. Please contact a trusted tax preparer or tax professional to determine this information. Visit 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 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 and complete an IRS Form 4506-T to request a Verification of Non-filing Letter. Complete these required fields: #1 - 4, check box #7 “Verification of Non-filing”, enter in #9 the date 12/31/2023, then PRINT, SIGN and MAIL (or fax) to the IRS. See the instructions page for address/number. Please allow the IRS ample time for processing.

STEP 2: - CHECK THE BOX(ES) THAT APPLY -

FOR STUDENT:

- I was not employed and had no income earned from work in 2023.
- I was employed in 2023 and have listed the names of all employers and the amount earned from each in boxes below. I have included my 2023 W-2’s and earnings statements with this form. *Need more room? Attach separate page.*

Student 2023 Employer(s) Name OR Source of Income:	W-2’s Provided? YES / NO	Student 2023 Income Earnings – <i>List Amount Earned:</i>

FOR SPOUSE (if married):

- My spouse was not employed and had no income earned from work in 2023.
- My spouse was employed in 2023. The names of all employers and the amount earned from each is listed in boxes below. I have included my spouses 2023 W-2’s and earnings statements with this form.

Spouse 2023 Employer(s) Name OR Source of Income:	W-2’s Provided? YES / NO	Spouse 2023 Income Earnings – <i>List Amount Earned:</i>

STEP 3: Certification: *By signing below, I 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.

Student Signature (required)

Date

TO 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 or mail 710 Colegate Dr., Marietta, OH 45750.