



Stevenson University Financial Aid Office
 100 Campus Circle
 Owings Mills, MD 21117
 Phone: 443-34-3200 Fax: 443-352-4370
 Email: financial-aid@stevenson.edu

2023-2024 Parent Non-Tax Filer Statement

The information requested on this form is needed to process your financial aid application for the 2023-2024 school year. Complete this form and return it to the Financial Aid Office so your application can be processed.

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The instructions and certifications below apply to each parent included in the household. Complete this section if the parent s will not file and are not required to file a 2021 income tax return with the IRS. Check the box that applies:

- Neither parent was employed, and neither had income earned from work in 2021.
- One or both parents were employed in 2021, will not file a tax return and have listed below the names of all employers, the amount earned from each employer in 2021, and whether an IRS W-2 form is provided. (Provide copies of all 2021 IRS W-2 forms issued to the parents by their employers). List every employer even if the employer did not issue an IRS W-2 form.
- I filed my 2021 taxes or will file my taxes.

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(P S O R \ H U TV 1 D P H	W-2 Provided?	Annual Amount Earned in 2021
<i>Bagel Cafe (example)</i>	<i>Yes (example)</i>	



Parent Requesting an IRS Verification of Nonfiling Letter

An IRS Verification of Nonfiling Letter provides proof that the IRS has no record of a filed Form 1040 for the year you requested. Non Tax filers can request an IRS Verification of Nonfiling of their 2021 tax return status, free of charge, from the IRS by following the steps below:

Paper Request Form IRS Form 4506T

Download IRS Form 4506T at <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>

- x Complete lines 1 to 4 with the nonfilers information, following the instructions on page 2 of the form.
- x Line 5: Leave this section blank unless you have a Customer File Number
- x Line 6: Leave this section blank.
- x Line 7: Select the checkbox on the right hand side for Verification of Nonfiling.
- x Line 8: Leave this section blank.
- x Line 9: Year or period requested field, enter "12/2021".
- x The nonfiler must sign and date the form and enter their telephone number. Only one signature is required when requesting a joint IRS Verification of Nonfiling Letter.
- x Be sure to review and check the box above the signature section.
- x Mail or fax the completed IRS Form 4506T to the address (or FAX number) provided on page 2 of Form 4506T. If the 4506T information is successfully validated, you can expect to receive a paper IRS Verification of Nonfiling Letter at the address provided on their request within 5 to 10 days.

Once you have received your Verification of Nonfiling letter, attach it to your completed and signed 2023-2024 Parent NonTax Filer Statement and fax or mail both documents to the Stevenson University Financial Aid office.