



Vermont State
University

Vermont State University
Financial & Registration Services
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2023-2024 Student Non-filer Form for Independent Student/Spouse

The U.S. Department of Education and/or Vermont State University selected your application for "Verification". One of the items the central processor selected to verify on your application is filing status. The law says we have the right to ask for this information. If there are differences between your application and this statement, we will send corrections electronically to the U.S. Department of Education. If corrections are made, you will then receive an updated Student Aid Report (SAR) from the Central Processor (CPS). This may result in an adjustment to your estimated financial aid. **Financial Aid payments will not be posted to your Student Account until all verification requirements have been met and the necessary corrections have been made.**

What you should do:

1. The instructions and certifications below apply to the student and spouse, if the student is married. Complete this form if the student and/or spouse have not filed, will not file and are not required to file a 2021 income tax return with the IRS.
2. Submit an **IRS Verification of Non-filing letter** dated on or after October 1, 2022 for each student and/or spouse non-filer, that indicates a 2021 IRS income tax return was not filed with the IRS. This letter is obtained by checking box 7 on the IRS Form 4506-T, Request for Transcript of Tax Return, and mailing or faxing it to the IRS. This request cannot be made online. A signed statement certifying that the individual attempted to obtain confirmation of non-filing from the IRS or other relevant tax authority and was unable to obtain the required documentation is also acceptable.
3. Send this completed form and the IRS Verification of Non-filing letter(s) to the address above.
4. We may need information on other verifiable items. Please check your 2023-2024 Financial Aid Document Status on the Portal and submit all other requested items.
5. If you have any questions, please call our office at (802) 468-6070.
6. **An incomplete form will be returned to you, which will delay your financial aid.**

Student Name _____ Student ID No. _____

Date of Birth _____ Spouse Name _____

_____ Check here if the student was not employed and had no income earned from work for 2021.

_____ Check here if the student's spouse was not employed and had no income from work for 2021.

_____ Check here if the student and/or spouse were employed in 2021 and have listed below the names of all employers, the amount earned from each employer in 2021, and whether an IRS W2 form is provided. **Submit copies** of all 2021 W2 forms issued to the student and/or spouse by their employers. List every employer even if the employer did not issue an IRS W2 form.

_____ I have submitted form 4506-T to the IRS, checking box 7, requesting an IRS Verification of Non-Filing letter for each myself and/or spouse. I will submit it to Vermont State University when I receive it, usually within 10-15 business days. **I understand this is REQUIRED of all Independent student non-filers and/or their spouse if also a non-filer.**

Student Non-filer Statement

Student 2021 Employer(s) Name	Student 2021 Amount Earned	IRS W2 provided?
Total Amount of Income Earned from Work	\$	

Spouse Non-Filer Statement – Complete only if you are married

Spouse 2021 Employer(s) Name	Spouse 2021 Amount Earned	IRS W2 provided?
Total Amount of Income Earned from Work	\$	

Certifications and Signatures

Each person signing below certifies that all the information reported is complete and correct.

Warning: If you purposely give false or misleading information on this form, you may be fined, be sentenced to jail or both.

Student's Signature (Required): _____ Date: _____

Spouse's Signature (Optional): _____ Date: _____