



2023-2024 Parent Non-filer Form

The U.S. Department of Education and/or Vermont State University selected your student's application for "Verification". One of the items the central processor selected to verify on your application is your 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's Account until all verification requirements have been met and the necessary corrections have been made.**

What you and your parent should do:

1. The instructions and certifications below apply to **each parent and/or stepparent included in the household**. Complete this form if parent1 and/or parent2 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 that indicates a 2021 IRS income tax return was not filed with the IRS for each parent non-filer. This letter is obtained by checking box 7 on the IRS Form 4506-T, Request for Transcript of Tax Return, and mailing it to the IRS. This request cannot be made online. If you have tried and are unable to obtain an IRS Verification of Non-filing letter from the IRS 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 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 incomplete items.
5. If you have any questions, please call our office at (802) 468-6070. **An incomplete form will be returned to you, which will delay your financial aid.**

Student Name _____ **Student ID No.** _____

Date of Birth _____

Parent1 Name _____ **Parent2 Name** _____

_____ Check here if neither parent was employed and had no income earned from work for 2021.

_____ Check here if one or both parents 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 parents by their employers. List every employer even if the employer did not issue an IRS W2 form.

_____ Each non-filing parent must submit an IRS Verification of Non-Filing letter. To request it from the IRS, each non-filing parent must complete form 4506-T, checking Box 7, and submit it to the IRS. Submit the Verification of non-filing letter to Castleton University when you receive it, usually within 10-15 business days. **This is REQUIRED of all non-filers.**

Parent1 Non-filer Statement

| Parent1 2021 Employer(s) Name | Parent1 2021 Amount Earned | IRS W2 provided? |
|---|----------------------------|------------------|
| | | |
| | | |
| Total Amount of Income Earned from Work | \$ | |

Parent2 Non-Filer Statement

| Parent2 2021 Employer(s) Name | Parent2 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. The student and one parent whose information was reported on the FAFSA must sign and date.

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: _____ Date: _____

Parent's Signature: _____ Date: _____