

## 2023–2024 Statement of Non-Filing Verification (2021)

Student Name: \_\_\_\_\_ UID \_\_\_\_\_

If you are the **parent of a dependent student** or are an **independent student's spouse**, you must submit an IRS Verification of Non-filing Letter if you did not file a 2021 IRS Tax Return.

*U.S. citizens and permanent residents must request a Verification of Non-filing Letter from the IRS. An IRS Verification of Non-filing Letter, dated on or after October 1, 2022, can be obtained online using the [IRS Get Transcript service](#). If the individual cannot obtain one online for whatever reason, it must be obtained by completing and checking box 7 on the [IRS Form 4506-T, Request for Transcript of Tax Return](#), and mailing it to the IRS.*

### Nonresident aliens or undocumented individuals are unable to obtain an IRS Verification of Non-filing Letter because they do not have one of the following:

- Social Security Number (SSN)
- Individual Taxpayer Identification Number (ITIN)
- Employer Identification Number (EIN)

**Do you have an SSN, ITIN, or an EIN? (check one)**       YES       NO

*If you checked "yes" please follow the instructions above for U.S. citizens and permanent residents.*

If you live in another country and you are not able to submit a verification of non-filing letter from that tax authority, please submit any documentation that indicates you are not required to file a tax return – a website confirmation or a signed and dated statement indicating the country does not have taxing authority. Submit this information to the Financial Aid office along with this form.

### Check the box that applies:

I am a parent of a dependent student. **Parent's** name (print): \_\_\_\_\_  
I did not file a 2021 Tax Return and I am not required to file a 2021 tax return.

I am the spouse of an independent student. **Spouse's** name (print): \_\_\_\_\_  
I did not file a 2021 Tax Return and I am not required to file a 2021 tax return.

You must also submit 2021 W-2s (or equivalent documents) from each of your employer(s) or an IRS Wage and Income transcript. All foreign earning statement must be converted into U.S. dollars and English and signed.

**I certify that I do not have an SSN, ITIN or an EIN and I was not required to file a 2021 Tax Return**

\_\_\_\_\_  
Parent's Signature (for dependent students only)

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Spouse's Signature (for independent students only)

\_\_\_\_\_  
Date

*Return to Pace University Financial Aid Office - Do not mail this worksheet to the U.S. Department of Education  
You may submit this worksheet via [Document Submission Form](#) or scan and email to [Financialaid@pace.edu](mailto:Financialaid@pace.edu)*