

2024–2025 Statement of Non-Filing Verification (2022)

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 2022 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, 2023, 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 2022 Tax Return and I am not required to file a 2022 tax return.

I am the spouse of an independent student. **Spouse's name (print):** _____
I did not file a 2022 Tax Return and I am not required to file a 2022 tax return.

You must also submit 2022 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 2022 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*