



## 2024–2025 Verification of Non-Filing Worksheet

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

If you are the **PARENT of a dependent student and did not file a 2022 IRS Tax Return**, you must submit an IRS Verification of Non-filing Letter.

You may request this IRS Verification of Non-filing Letter by completing and mailing the [IRS Form 4506-T \(#7\)](#) to the IRS or downloading the letter from the [IRS.gov](#) website.

If you are unable to obtain this letter using these methods, complete this form and submit it to the Financial Aid office.

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 was unable to obtain a Verification of Non-filing letter from the IRS or other tax authorities.*

The method used to request the IRS Verification of Non-filing Letter? \_\_\_\_\_

Date Requested: \_\_\_\_\_

Comment: \_\_\_\_\_

**You must also submit all 2022 W-2s (or equivalent document) from each of your employer(s).**

### Certification and Signatures

Each person signing below certifies that all the information reported is complete and correct. The person who is a non-filer must sign below.

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

\_\_\_\_\_  
 Parent's Signature

\_\_\_\_\_  
 Date

*Any parent reported on the FAFSA that did not file a 2022 Federal tax return must complete this form.*

*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)*