



# DAVENPORT UNIVERSITY

## Student Income Verification for Non-tax Filers

2022-2023

/ /

---

Student Last Name	Student First Name	M.I.	Date of Birth	Student ID
-------------------	--------------------	------	---------------	------------

I, \_\_\_\_\_ (student/spouse) have not filed and am not required to file an income tax return for calendar year 2020.

My (and my spouse's) sources of income for the calendar year 2020 were:

*If you did not have an income, please indicate below with an amount of zero. Forms submitted without income information will not be accepted.*

Student Amount	Employer Name	Spouse Amount

*Please attach a copy of IRS Form W-2 for each source of employment income received for 2020*

By signing this statement, I (we) certify that all the information reported on this document is complete and correct.  
*Warning: If you purposely give false or misleading information on this document, you may be fined, be sentenced to jail, or both.*

---

Student's Hand-Signature

---

Date

---

Phone Number

---

In addition to the completed form, a Verification of Non-filing Letter from the IRS must be submitted by **Independent Students** and their **Spouses** (if they did not file 2020 taxes). To get this letter, simply complete the process to request a transcript via mail using the 4506-T or online at <https://www.irs.gov/individuals/get-transcript> using the Get a Transcript Online option. The Verification of Non-filing Letter cannot be accessed using the Get a Transcript by Mail option. You must use the Get a Transcript Online option or the 4506-T option.

If you are unable to obtain the Verification of non-filing letter, please submit a signed statement that includes the following information:

- I have attempted to obtain a verification of non-filing letter from the IRS and have been unable to obtain it.
- I have not filed and will not file a 2020 federal tax return
- I am not required to file a 2020 federal tax return

For additional information regarding this requirement, please contact the financial aid office.

Submit forms and other financial aid paperwork via: [davenport.edu/FADocUpload](https://davenport.edu/FADocUpload); or Fax to 616-732-1141;  
or Mail to Davenport University, Attn: Financial Aid, 6191 Kraft Ave., Grand Rapids, MI 49512  
Office Use Only—FA-NTF