



## Parent Income Verification for Non-tax Filers

2023-2024

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Student Last Name	Student First Name	M.I.	Date of Birth	Student ID
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I, \_\_\_\_\_ (parent) have not filed and am not required to file an income tax return for calendar year 2021.

Parent's/Step-Parent's sources of income for the calendar year 2021 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.*

Employer Name	Parent Amount

*Please attach a copy of IRS Form W-2 for each source of employment income received for 2021*

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.*

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Student's Hand-Signature

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Date

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Phone Number

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Parent's Hand-Signature (Dependent Students Only)

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Date

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Phone Number

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A Verification of Non-filing Letter from the IRS must be submitted by any parent listed on a FAFSA who did not file 2021 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 2021 federal tax return
- I am not required to file a 2021 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  
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