



VITERBO UNIVERSITY

2022-2023 Request for Parent(s) "Verification of Non-Filing Letter" from the IRS

You indicated on your FAFSA that your parent/stepparent did not file, and were NOT required to file, a 2020 Form 1040/US Income Tax Return. We are requesting that your parent/stepparent provide an IRS "Verification of Non-filing Letter", dated after October 15, 2021, confirming the parent/stepparent has not filed the 2020 Form 1040/ US Income Tax Return. This process must also be used if there is a tax-filing extension currently in effect for the 2020 tax filing year.

NOTE: 1) If parent/stepparent are married, or unmarried and living together, and neither submitted a 2020 Form 1040/US Income Tax Return, both must individually request the IRS Non-Filing Letter. 2) A Non-File Letter for 2021 tax year may be required for "special circumstance" evaluations.

The request to the IRS for a "Verification of Non-Filing Letter" can be made one of two ways:

1. ***Preferred/Fastest Method*:** Use the "Get Transcript Online" tool at:
www.irs.gov/individuals/get-transcript to request the letter online
2. Use Form 4506-T (enclosed) to request that a letter from the IRS be mailed to your parent/stepparent(s) via regular USPS mail delivery
[THERE IS NO COST FOR A NON-FILING LETTER]

If your parent/stepparent does not have a Social Security Number (SSN), an Individual Taxpayer Identification Number (ITIN), or an Employer Identification Number (EIN) he/she is unable to get a verification of non-filing from the IRS. In these cases **ONLY**, the following must be submitted to the Financial Aid Office:

- a. A signed and dated statement --
 - > certifying that the parent/stepparent does not have a SSN, ITIN, or EIN, and,
 - > listing the sources and amounts of earnings, other income, and resources that supported the individual(s) for the designated tax year; and
- b. A copy of the W2 for each source of employment income received for the requested tax year, or, an equivalent document

Financial Aid Office - Viterbo University
900 Viterbo Drive La Crosse, WI 54601
(608) 796-3900 * Fax: (608) 796-3859