



**University of the Incarnate Word  
Office of Financial Assistance  
2024-2025 Verification of Non-Filing Form**

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CODE: VNFD02  
VNFP02/VNFS02

\*\*\*Black Ink Only\*\*\*

Your 2024-2025 FAFSA application was selected for the verification process, and either the student, student's spouse, parent, or parent's spouse indicated receiving income but **not** filing a 2022 tax return. Please complete and submit this form, along with the appropriate documentation listed below that pertains to your situation. *Please note if you are an individual who would have but did not file a 2022 foreign tax return, you will need to complete section B on this form. You will need to obtain a verification of non-filing letter from the foreign tax authority. If you are unable to obtain the verification of non-filing letter, you will need indicate that on step B to certify your non-filing status.* **The Office of Financial Assistance may request additional information or documents.**

Student Name \_\_\_\_\_ UIW ID \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Name of Non-Filer \_\_\_\_\_ *\*\*Please note, if more than one non-filer exists, please submit a separate form for each individual.*

**Section A - U.S. Income Recipients Only**

**Step 1: Check one option only** (If you are an individual who received income in a foreign country in 2022, but was not required to file a Foreign Tax Return, skip to section B on page 2.)

I certify that I was not required to file a 2022 U.S. Federal Tax Return.

**OR**

I certify that I do not have a Social Security Number (SSN), Individual Taxpayer Identification Number (ITIN), or an Employer Identification Number (EIN), and was not required to file a 2022 U.S. Federal Tax Return.

**Step 2: Complete the chart below outlining all your 2022 employers, earnings, other income, and/or resources. You will need to attach all 2022 W2s, 1099s, or equivalent documents for each income source.**

2022 Employer's/Source of Income	2022 Amount Earned	IRS 2022 W2 or equivalent?	Is this a work-study job?
		<input type="checkbox"/> W2 or <input type="checkbox"/> equivalent?	<input type="checkbox"/> Yes or <input type="checkbox"/> No
		<input type="checkbox"/> W2 or <input type="checkbox"/> equivalent?	<input type="checkbox"/> Yes or <input type="checkbox"/> No
		<input type="checkbox"/> W2 or <input type="checkbox"/> equivalent?	<input type="checkbox"/> Yes or <input type="checkbox"/> No
		<input type="checkbox"/> W2 or <input type="checkbox"/> equivalent?	<input type="checkbox"/> Yes or <input type="checkbox"/> No

*\*Please note – if your total income exceeds the IRS maximum total for non-filing, you will be required to file a return.*

**Signature(s):**

I, the student, student's spouse, parent, or parent's spouse certify that I will not file, and was not required to file, a 2022 U.S. Federal Tax Return. I understand that by signing this form, I am certifying all information reported above is true and correct.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student's Spouse Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(If student is married and spouse is a non-filer)

**Parent or Parent's Spouse Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(If student is dependent)

**Please note: All signatures must be handwritten and in black ink only. Electronic/typed signatures and signatures made with an electronic pen will not be accepted. Please allow 3-5 business days for review.**

## Section B - Recipients of Foreign Income Only

**Step 1: Check the option below only if you received income in a foreign country in 2022, but were not required to file a Foreign Tax Return.**

- I certify that I did not and was not required to complete a 2022 Foreign Tax Return. I have attempted to request a verification of non-filing letter from the foreign tax authority and was unsuccessful.
- I did not and was not required to file a 2022 Foreign Tax Return. I have provided/will provide a verification of non-filing letter from the foreign tax authority .

**Step 2: Complete the chart below outlining your total amounts of foreign earnings and resources including business income and farm income. Please attach all 2022 W2s or equivalent documents for each source of foreign income.**

<b>2022 Employer/Source of foreign income</b> <i>(include all wages, dividends, capital gains, business income, retirement distributions, and other foreign income.)</i>	<b>Amount</b> <i>(converted into U.S. Dollars)</i>	<b>W2 or equivalent?</b>
	\$	<input type="checkbox"/> W2 or <input type="checkbox"/> equivalent?
	\$	<input type="checkbox"/> W2 or <input type="checkbox"/> equivalent?
	\$	<input type="checkbox"/> W2 or <input type="checkbox"/> equivalent?
	\$	<input type="checkbox"/> W2 or <input type="checkbox"/> equivalent?
	\$	<input type="checkbox"/> W2 or <input type="checkbox"/> equivalent?

*\*Please note – if your total foreign income exceeds the foreign tax authority maximum total for non-filing, you will be required to file a return.*

**Signature(s):**

I, the student, student's spouse, parent, or parent's spouse certify that I will not file, and was not required to file, a 2022 Foreign Tax Return. I understand that by signing this form, I am certifying all information reported above is true and correct.

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Student's Spouse Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**(If student is married and spouse is a non-filer)**

**Parent or Parent's Spouse Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**(If student is dependent)**

**Please note: All signatures must be handwritten and in black ink only. Electronic/typed signatures and signatures made with an electronic pen will not be accepted. Please allow 3-5 business days for review.**