



Albion College

2025-2026 VERIFICATION OF NON-FILING STATUS FOR PARENTS

Complete this form if the parent(s) will not file and is not required to file a 2023 federal IRS income tax return.

STEP 1 – STUDENT INFORMATION

Name: _____ Student ID Number _____

STEP 2 – PARENT INCOME INFORMATION

Check the box that applies:

- The parent(s) was not employed and had no income earned from work in 2023.
- The parent(s) was employed in 2023 but was not required to file a federal tax return. Using the table below, list every employer and amount earned, even if the employer did not issue an IRS W-2 form.

Employer's Name	2023 Amount Earned
<i>Brit's Lawn Care (example)</i>	<i>\$2,000.00(example)</i>

STEP 3 – DOCUMENTATION

The parent(s) must submit copies of all W-2's from wages earned. An IRS Verification of Non-Filing letter must also be submitted for each parent listed on the FAFSA. A letter may be requested directly from the IRS.

- Online Request – Go to www.irs.gov. Under the Tools & Applications heading on the homepage, click “Get Your Tax Records”. Select “Get Transcript Online”. Once logged in, select the Verification of Non-Filing Letter.
- Telephone Request – 1-800-908-9946
- Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T

STEP 4 – CERTIFICATION AND SIGNATURE

By signing this worksheet, we certify that all information reported to qualify for federal student aid is complete and accurate. Signatures must be original and cannot be a typed font.

Student's Signature

Date

Parent's Signature

Date

Completed forms and documentation can be brought to the Office of Financial Aid, emailed to financialaid@albion.edu, faxed to 517/629-0581, or mailed to the address below. Social security numbers and bank account information should be redacted for security purposes.