



WEST LIBERTY UNIVERSITY

Office of Financial Aid
208 University Drive
College Union Box 124
West Liberty, WV 26074

Phone: (304) 336-8016
finaid@westliberty.edu

Dependent Non-Tax Filer Statement

Student Name: _____

ID Number: _____

I. Student Section

____ Check here if the student was not employed, had no income from work, and was not required to file a tax return in 2018.

____ Check here if the student will not file a Federal Income Tax Return, but had income earned from work, provide the below mandatory information and sign the certification statement below. If you received taxable and/or non-taxable income, you must submit documentation (*all W-2 and/or other forms*) indicating the total amount received during the calendar year.

Employer Name	W-2 or Equivalent Document Provided?	Annual Amount Earned in 2018

I hereby certify that I am not required and will NOT file a 2018 Federal Income Tax Return, and the information provided above regarding employment is true and complete.

Student's Signature

Date

II. Parent Section

Check the box that applies:

- ☐ Neither parent was employed, and neither had income earned from work in 2018.
- ☐ One or both parents were employed in 2018 and have listed below the names of all employers, the amount earned from each employer in 2018, and whether an IRS W-2 form or an equivalent document is provided. Provide copies of all 2018 IRS W-2 forms issued to the parents by their employers. List every employer even if the employer did not issue an IRS W-2 form.

If more space is needed, provide a separate page with the student's name and ID number at the top.

Parent Name	Employer Name	W-2 or Equivalent Document Provided?	Annual Amount Earned in 2018

I hereby certify that I am not required and will NOT file a 2018 Federal Income Tax Return, and the information provided above regarding employment is true and complete.

Provide documentation (Verification of Non-filing letter) from the IRS dated on or after October 1, 2019 that indicates a 2018 IRS income tax return was not filed with the IRS. To request the Verification of Non-Filing letter from the IRS, please visit the IRS website at [irs.gov](https://www.irs.gov). Click on "Get Your Tax Record." Then click on "Get Transcript Online." This will allow you to request the letter needed to complete verification. *The IRS Non-Filing letter must be attached to this form before considered complete.*

Parent's Signature

Date