



# WEST LIBERTY UNIVERSITY

Office of Financial Aid  
208 University Drive  
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West Liberty, WV 26074

Phone: (304) 336-8016  
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## Dependent Non-Tax Filer Statement

Student Name: \_\_\_\_\_

ID Number: \_\_\_\_\_

### I. Student Section

If the student will not file a Federal Income Tax Return, but had income earned from work, please provide the following 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 2019

I hereby certify that I am not required and will NOT file a 2019 Federal Income Tax Return, and the information provided above regarding employment is true and complete.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

### II. Parent Section - ONLY FILL OUT IF PARENT DID NOT FILE TAXES

#### Check the box that applies:

- Neither parent was employed, and neither had income earned from work in 2019.
- One or both parents were employed in 2019 and have listed below the names of all employers, the amount earned from each employer in 2019, and whether an IRS W-2 form or an equivalent document is provided. Provide copies of all 2019 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 2019

I hereby certify that I am not required and will NOT file a 2019 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, 2020 that indicates a 2019 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