



# 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

## 2025-2026 Parent Non-Tax Filer Statement

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

Please complete and submit this form if you and/or your spouse did not and were not required to file a 2023 U.S. Income Tax Return.

### Section A: Income Earned from Work

Check the box that applies:

- I and/or my spouse were not employed and had no income earned from work.
- I and/or my spouse were employed in 2023 and have listed below the names of all employers, the amount earned from each employer in 2023, and whether an IRS W-2 form or an equivalent document is provided.

If foreign income was earned, the parent and/or spouse must provide a Verification of Non-filing letter from a relevant foreign tax authority dated on or after October 1, 2024 that indicates a 2023 tax return was not filed.

**Instructions:** Provide copies of all 2023 IRS W-2 forms issued to you and/or your spouse. 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 student ID at the top.

Employer Name	IRS W-2 or Equivalent Document Provided?	Annual Amount Earned in 2023
<i>(Example) ABC Hospital</i>	<i>Yes</i>	<i>\$ 4,000</i>
		\$
		\$
		\$
<b>Total Amount of Income Earned from Work</b>		\$

### Section B: Other Sources of Income

- I and/or my spouse had other income and resources that supported me (us) for the 2023 tax year.

**Instructions:** List each source of income in the table below. If more space is needed, provide a separate page with the student's name and student ID number at the top.

Sources of Income	Annual Amount in 2023	
<i>(Example) Rental Property, Independent Contractor, etc.</i>	<i>\$ 4,000</i>	
	\$	
	\$	
	\$	
<b>Total Amount of Income</b>		\$

### Section C: Signature

By completing this document, I certify that I (and my spouse, if applicable) have not filed and are not required to file a 2023 income tax return, and I (we) have listed all income earned from work, other income, and resources for the 2023 tax year.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Spouse Signature: \_\_\_\_\_ Date: \_\_\_\_\_