



# WASHINGTON

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## ADVENTIST UNIVERSITY

Federal regulations require that independent students, dependent student's parents and student's spouses who did not file 2023 taxes must submit proof that they did not file an IRS tax return for 2023. If, according to IRS regulation, the student/spouse and/or parent(s) were required to file a 2023 federal tax return but failed to do so, all financial aid processing will be delayed until the return is filed, processed by the IRS and appropriate documentation is submitted to the Financial Aid Office. Information regarding filing limits can be found online at <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>

I, \_\_\_\_\_, did not file taxes for 2023 nor was I required to file taxes per IRS

Regulations set forth in Publication 17. I have attempted to obtain a Non-Filing Statement from the

IRS but have been unable to obtain the required documentation.

*You must attempt to obtain a IRS Non-Filing Statement prior to signing and submitting this form to*

*our office. (See reverse side for instructions)*

I am the ☐ student ☐ student's spouse ☐ students' parent

By signing this form, I am hereby certifying the above statements to be true:

|            |       |
|------------|-------|
| Signature: | Date: |
|------------|-------|

***Please submit this worksheet to our office:***

***Student Financial Aid***

7600 FLOWER AVENUE ● TAKOMA PARK, MD 20912

301-891-4005

EMAIL: FINAID@WAU.EDU

# 2022 Verification of Non-Filing Instructions

Federal regulations require that individuals who indicated they did not file 2022 taxes must submit proof that they did not file an IRS tax return for 2022. If you are an A) independent student, B) dependent student's parent(s) or C) student's spouse who did not file 2022 taxes you must submit an IRS Verification of Non-Filing Letter to our office as proof.

Please follow these instructions to request a Verification of Non-Filing Letter from the IRS:

1) Each individual (student, parent, and/or spouse) must request their own separate Verification of Non-Filing Letter by using one of the following methods:

A) "Get Transcript Online" option at [www.irs.gov/transcript](https://www.irs.gov/transcript) OR

B) Print IRS form 4506-T from [www.irs.gov/forms-instructions](https://www.irs.gov/forms-instructions). Be sure to complete this form neatly and correctly then fax or mail to the IRS.

After completing option A or B, you will receive the Verification of Non-Filing Letter from the IRS in the mail. You cannot request a non-filing letter by calling the IRS.

After you receive your Verification of Non-Filing Letter from the IRS:

2) Check to make sure the document you received is correct. (Federal aid regulations prohibit us from accepting an IRS RAIVS (13873-V) document.)

3) Keep a copy for your own records.

4) Write the student's name and WAU ID # on the top of IRS letter. (Please note: There is no identifiable information on this form. *(Unless you write your name and ID# at the top we will not know whom it belongs to.)*)

5) Submit the Verification of Non-Filing Letter to the Financial Aid Office.