

# Parent 2025-2026 Non-Filer

The student's 2025-2026 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we must ask you to confirm the information reported on your student's FAFSA. To verify that the information is correct the financial aid administrator at **Alamance Community College** will compare your student's FAFSA with the information on this worksheet and with any other required documents. If there are differences, the student's FAFSA information may need to be corrected. You must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the financial aid office at **Alamance Community College**. **Alamance Community College** may ask for additional information. If you have questions about verification, contact the Financial Aid Office as soon as possible so that your student's financial aid will not be delayed.

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

Instructions and certifications below apply to the student's parent only. Complete this section if the student's parent(s) **did not file** and **are not required** to file a 2023 income tax return with the IRS or provide foreign taxes.

**Check the box that applies:**

- ☐ The parent(s) was not employed and had no income earned from work in 2023.
- ☐ The parent(s) were employed in 2023 and have listed below the names of all employers and the amount earned from each employer in 2023. **Please provide copies of all 2023 W-2 forms issued to the parent(s) by their employers. List every employer.**

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

Employer's Name	2023 Amount Earned	W-2 or Equivalent Document Provided? <b>Must be Attached</b>
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00 (example)</i>	<i>Yes (example)</i>

- If conflicting information is found, the person certifying this form **will be required** to provide documentation from the IRS indicating a 2023 tax return was not filed.
- If the income earned exceeds the filing requirements per the IRS publication 17, the person certifying this form **will be required to file** a 2023 tax return.
- If the person certifying this form filed or will file a 2023 tax return, a signed copy of the 2023 tax return (1040), or IRS tax return transcript **MUST** be provided as proof of filing a 2023 tax return with the IRS.

Each person signing this worksheet certifies that all of the information reported on it is complete and correct.

**WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.**

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent 1's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent 2's Signature (If Applicable)

\_\_\_\_\_  
Date

### **Instructions for obtaining an IRS Verification of Non-Filing Letter**

All non-tax filers are required to provide an IRS Verification of Non-Filing Letter dated on or after October 1, 2023, that indicates that a 2023 IRS income tax return was not filed with the IRS.

- Online Request – Go to [www.irs.gov/transcript](https://www.irs.gov/transcript), click “**Get Tax Record**”
- “**Get Transcript Online**” – Make sure to request a 2023 Verification of Non-Filing. **Note:** If at any point you cannot validate your identity using the “Get Transcript Online” option, you may use the “**Get Transcript by Mail**” option. This option takes about 5-10 business days.
- Paper Request Form – IRS Form 4506-T – follow form instructions.
- Telephone Request – Call the IRS automated phone transcript request service 1-800-908-9946.

*Do not mail this worksheet to the U.S. Department of Education.  
Submit this worksheet to the financial aid administrator at your school.  
[financialaid@alamancecc.edu](mailto:financialaid@alamancecc.edu) or fax: 336-506-4264*

*You should make a copy of this worksheet for your records.*