



# UNIVERSITY OF ARKANSAS RICH MOUNTAIN

## Verification of Non-Filing Worksheet 2024–2025

You indicated on your FAFSA that you or someone in your family (if dependent) was not required to file 2022 taxes. As part of the verification process, the non-tax filer(s) is required to confirm via the IRS that no taxes were filed. The IRS provides a letter called the Verification of Non-filing that must be submitted to our office. Your parent or spouse must complete and sign this worksheet, attach any required documents, and submit to the Office of Financial Aid. UA Rich Mountain may ask for additional information. If you have questions about verification, contact a financial aid administrator as soon as possible so that your financial aid will not be delayed.

### A. Personal Information:

_____	_____	_____
<b>Last Name</b>	<b>First Name</b>	<b>Social Security Number</b>
_____		_____
<b>Street Address</b>		<b>Date of Birth</b>
_____	_____	_____
<b>City</b>	<b>State</b>	<b>Zip code</b>
_____		_____
<b>Cell Phone Number</b>		<b>Alternate Phone Number</b>

### B. Income to Be Verified

**Important Note:** When a parent of a dependent student or the spouse of an independent student living in the U.S. does not have a Social Security Number (SSN), an individual Taxpayer Identification Number (ITIN), or an Employer Identification Number (EIN), he/she is unable to obtain a Verification of Non-filing Letter from the IRS.

Please check all that apply:

- I certify that I do not have a Social Security Number \_\_\_\_\_
- I certify that I do not have an Individual Taxpayer Identification Number (ITIN) \_\_\_\_\_
- I certify that I do not have an Employer Identification Number (EIN) \_\_\_\_\_

**For Employed Non-tax filers only.** List every employer even if they did not issue an IRS W-2 form.

Employee's Name	Employer's Name	2022 Amount Earned	IRS W-2 Attached?
<i>Your Name</i>	<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00(example)</i>	<i>Yes(example)</i>

### A. Certification and Signatures

\*Signing this worksheet certifies that all of the information reported 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.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date