



# 2021-2022 Student Non-Filing Form

**2122 SNONFI**  
Financial Aid Office  
401 Thomas Run Road  
Bel Air, MD 21015  
[finaid@harford.edu](mailto:finaid@harford.edu)

The information requested on this form is needed to process your financial aid application for the 2021-2022 school year. Complete this form and return it to the Financial Aid Office so your application can be processed.

Student's Last Name	Student's First Name	Student's M.I.	Student's HID Number
Student's Phone Number (include area code)		Student's Date of Birth	

The instructions and certifications below apply to the student and/or spouse, if the student is married. Complete this section if the student and/or spouse **will not file** and **are not required** to file a 2019 ncome tax return with the IRS. Check the boxes that apply:

- The student and/or spouse was **not** employed, and **did not** have income earned from work in 2019.
- The student and/or spouse was employed in 2019, will not file a tax return, and has listed below the names of all employers, the amount earned from each employer in 2019, and whether an IRS W-2 form is provided. (Provide copies of all 2019 IRS W-2 forms issued to the student and/or spouse by their employers). List every employer even if the employer did not issue an IRS W-2 form.
- The student and/or spouse filed 2019 taxes or will file 2019 taxes. Student and/or spouse will provide the school with 2019 IRS Tax Return Transcript(s) or copy of 2019 IRS tax return with all applicable schedules.

**INDEPENDENT STUDENTS:** Information on requesting an IRS Verification of Non-Filing Letter can be found on the back side of this form. You can obtain a 2019 IRS Tax Return Transcript online at <https://www.irs.gov/individuals/get-transcript>. If more space is needed attach a separate page with the student's name and HID Number at the top.

Employer Name	Student and/or Spouse Name	2019 Amount Earned	IRS- 2019 W-2 Provided?
<i>ABC, Inc (example)</i>	<i>Mary Smith (example)</i>	<i>\$2,000 (example)</i>	<i>Yes (example)</i>

**\*\*INDEPENDENT STUDENTS:** You must provide documentation from the IRS dated on or after October 1, 2020 that indicates a 2019 IRS income tax return was not filed with the IRS. See the reverse side of this form for instructions on obtaining this documentation. If you and/or your spouse attempted to obtain non-filing documentation from the IRS, but were unable to, please check the box:

I/We attest that I/We attempted to obtain the verification of non-filing transcript from the IRS or other tax authorities and was unable to obtain the required documentation.

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

**Certifications and Signatures:**

Each person signing below certifies that all of the information reported is complete and correct. The student must sign and date.

Print Student's Name	Student's HID Number
Student's Signature	Date
Print Parent's Name <i>(required for dependent students)</i>	Date
Parent's Signature <i>(required for dependent students)</i>	Date

(OVER)  
Scanned by: \_\_\_\_\_  
Date: \_\_\_\_\_

## **INDEPENDENT STUDENTS ONLY**

### **Student/Spouse Requesting an IRS Verification of Non-Filing Letter**

An IRS Verification of Non-Filing Letter provides proof that the IRS has no record of a filed tax form for the year you requested. Non-Tax filers can request an IRS Verification of Non-Filing of their 2019 tax return status, free of charge, from the IRS by following the steps below:

Download IRS Form 4506-T at <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>

Complete lines 1 – 4 with the non-filer's information, following the instructions on page 2 of the form.

Line 5: Leave this section blank; do not enter a third party address.

Line 6: Leave this section blank.

Line 7: Select the checkbox on the right hand side for Verification of Non-Filing.

Line 8: Leave this section blank.

Line 9: Year or period requested field, enter "12/31/2019".

The non-filer must sign and date the form and enter their telephone number. Only one signature is required when requesting a joint IRS Verification of Non-Filing Letter.

Mail or fax the completed IRS Form 4506-T to the address (or FAX number) provided on page 2 of Form 4506-T. If the 4506-T information is successfully validated, you can expect to receive a paper IRS Verification of Non-Filing Letter at the address provided on the request within 5 to 10 days.

**Once you have received your Verification of Non-Filing letter, attach to this form and provide both documents to the Harford Community College Financial Aid office.**