



2022-2023 Parent Non-Filing Form

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PNONFIB

Financial Aid Office
401 Thomas Run Road
Bel Air, MD 21015
finaid@harford.edu

The information requested on this form is needed to process your financial aid application for the 2022-2023 school year. Complete this form as well as request an IRS Verification of Non-Filing Letter (instructions on back) 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 each parent included in the household. Complete this section if the parents **will not file** and **are not required** to file a 2020 income tax return with the IRS. Check the box that applies:

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; **AND (check one below)**

_____ Neither parent was employed, and neither had income earned from work in 2020.

_____ One or both parents were employed in 2020, will not file a tax return, and have listed below the names of all employers, the amount earned from each employer in 2020, and whether an IRS W-2 form is provided. (Provide copies of all 2020 IRS W-2 forms issued to the parents by their employers). List every employer even if the employer did not issue an IRS W-2 form.

_____ Parent(s) filed 2020 taxes or will file 2020 taxes. Parent(s) will provide the school with 2020 IRS Tax Return Transcript(s)*

*You can obtain 2020 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's Name	Parent Name (and spouse if married)	2020 Amount Earned	IRS W-2 Provided?
<i>ABC Auto Body Shop (example)</i>	<i>Samuel Smith (Example)</i>	<i>\$2,000.00(Example)</i>	<i>Yes (Example)</i>

****You must provide documentation from the IRS dated on or after October 1, 2021 that indicates a 2020 IRS income tax return was not filed with the IRS. See the reverse side of this form for instructions on obtaining this documentation.**

Certification and Signatures:

WARNING: If you purposely give false or misleading information you may be fined, sent to prison, or both.

Each person signing below certifies that all of the information reported is complete and correct. The student and one parent (if dependent) whose information was reported on the FAFSA must sign and date.

Print Student's Name Student Signature Date

Print Parent (1) Name Parent (1) Signature Date
(required for dependent students)

Print Parent (2) Name Parent (2) Signature Date
(required for dependent students)

(OVER)

Scanned by: _____ Date: _____

Parent 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 return for the year you requested. Non-Tax filers can request an IRS Verification of Non-Filing of their 2020 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 "12/31/2020".

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 it to this form and provide both documents to the Harford Community College Financial Aid office.