

If you are an independent student, the spouse of an independent student, or the parent of a dependent student who was selected for FAFSA data verification, and you didn't file a federal tax return for **2019**, then you must submit a Verification of Non-Filing statement. (Dependent students don't have to submit Verification of Non-Filing statements.)

First, relevant non-filers must attempt to request verification from the IRS using one of these methods:

- a) Try to use the **online version** of the [IRS Get Transcript](https://www.irs.gov/individuals/get-transcript) service to request a **Verification of Non-Filing Letter**.
(Visit www.irs.gov/individuals/get-transcript)
- b) We can also accept IRS Tax **Return** or **Account** Transcripts that say "no transcript on file" or "no record of return filed."

If you can't obtain a Verification of Non-Filing Letter using either of these methods, please complete the form below.

Student Last Name	Student First Name	TU ID Number	Phone Number (include area code)

Please choose your non-filer type:

- I am the parent of a dependent student.
- I am an independent student.
- I am the spouse of an independent student.

To use this form, you must check **all** of these boxes to certify **all** of the following statements:

- I did not file and was not required to file a **2019** federal tax return
- I certify that I tried to obtain a Verification of Non-Filing Letter\Transcript from the IRS but was unable do so.
- I certify that all the information reported on this form is complete and correct.

If you had any **2019** income, you must submit a copy of your **2019** W2 for each of your **2019** employers.

- I did not have any **2019** income.
- I had **2019** income and I have/will submit copies of my **2019** W2 forms.

Non-Filer's Printed Name	Non-Filer's Signature	Date

Submission Methods (Choose one.) - Please include student's name and TU ID Number.

Document Upload	Fax	Mail	In Person
Scan documents and upload to www.towson.edu/SubmitAidDocs . Please combine multiple pages into a single PDF file.	410-704-2584	Towson University Financial Aid Office 8000 York Road Towson, MD 21252	Room 339 Enrollment Services Center Monday - Friday 8:00 - 4:30

Please allow us 2 to 3 days to remove document requests from your To-Dos.