



# Lander University Financial Aid Office

19PTNF

320 Stanley Avenue, Greenwood, SC 29649  
Email: [finaid@lander.edu](mailto:finaid@lander.edu) • Web: [www.lander.edu/finaid](http://www.lander.edu/finaid)  
Phone: (864) 388-8340 • Fax: (864) 388-8811

## Parent(s) 2019 Federal Non-Filer Confirmation

Student's Last Name \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_\_ Lander ID (L#) \_\_\_\_\_

Parent/Step-parent 1 Name: \_\_\_\_\_ Parent/Step-parent 2 Name: \_\_\_\_\_

In order to complete verification and determine eligibility for federal student aid, we must confirm that the student's parents/step-parents on the FAFSA 1.) did not file and 2.) was/were not required to file a federal tax return. **Please provide the following:**

- Verification of Non-filing Letter from the IRS** (dated on or after October 1, 2020. This is a confirmation letter that the tax return has not been filed for the **tax year ending 12/31/2019**. You can request a copy using the methods listed below. (On-line at [www.irs.gov](http://www.irs.gov) and by phone are typically not available if you have never filed taxes before in prior years. In this case, please use the paper request process detailed below.)
  - By Phone**
    - Call the IRS at 1-800-908-9946. Follow prompts for tax filer's Social Security number and numbers in the address on file
    - Select Option 2 to request an IRS **Tax Return Transcript** and **2019** for the Tax Year
  - By Paper**
    - Complete the paper request **Form 4506-T** at <https://www.irs.gov/pub/irs-pdf/f4506t.pdf> and submit to the IRS. **For residents of SC, NC, FL, GA, VA**, you can fax the form to the IRS in Kansas City, MO at **(855)821-0094**. For all other residents or to mail the form, see instructions on page 2 of the 4506-T.

**If you are unable to obtain a Verification of Non-Filing Letter from the IRS, please contact Lander University Financial Aid Office for additional instructions.**

- If you did file a 2019 federal tax return, use the IRS Data Retrieval on your FAFSA at [www.fafsa.gov](http://www.fafsa.gov)

**2. To confirm that you were not required to file, check the box that applies below:**

- Neither parent/step-parent listed on the FAFSA was employed. They had **NO** income earned from work in **2019**.
- If one or both parents do not have a Social Security Number, Individual Taxpayer Identification Number, or an Employer Identification Number, please check here. Please list name of parent AND have him/her sign certification below: \_\_\_\_\_
- One or both parents/step-parents listed on the FAFSA **WAS/WERE** employed in **2019**. (Complete information below.)
  - List every employer in the box below even if the employer did not issue an IRS W-2 form.
  - Provide copies of all 2019 IRS W-2 forms issued to the **parent(s)** by their employers.

Employee ("Parent" or "Stepparent")	Employer's Name	IRS W-2 Provided by Employer? If not, why?	Annual Amount Earned in 2019
	<i>(Example) ABC's Auto Body Shop</i>	Yes	<i>\$4,500.00</i>

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

**If there was a change in the marital status after the tax year ended December 31, 2019, please note status change and date here:**

**Please list other sources and amount of income you received: Ex.(Child Support, Disability, SNAP, TANF, WIC, Workers Compensation):**

**If none of these sources of funding were received and no income reported, please briefly explain how the household is supported below:**

**Certifications and Signatures:** I certify that all of the information reported is complete and correct.

\_\_\_\_\_  
**Student's Signature** *digital signature not accepted* **Date** **Phone #**

\_\_\_\_\_  
**Parent's Signature (If dependent)** *digital signature not accepted* **Date** **Phone #**

DATA ENTRY		Financial Aid Office Use Only (COUNSELOR REVIEW)	
RRAAREQ	N=Pending Review; I=Missing Non Filing Letter	EA 1/9/19	xxPTNF
Initials/date Fwd to CNSLR date		1920 FSAH AVG 2, 87	xxPW2