



# Southwestern Michigan College

## 2025-2026 Income Verification- Parent Non-Tax Filer

Financial Aid Office, 58900 Cherry Grove Road, Dowagiac, MI 49047  
Phone: 269.783.2143 Fax 269.783.2114 Email: finaid@swmich.edu



Your 2025-2026 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we may ask you to confirm the information you and your parents reported on your FAFSA. To verify that you provided correct information, we will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. **You and at least one parent must complete and sign this worksheet**, attach any required documents, and submit the form and other required documents to the Financial Aid Office within 14 days. Financial aid will not be authorized to your account until the verification process is complete and your corrected file is back from the Federal Processor. You may be asked for additional information. If you have questions about verification, call 269-783-2143 as soon as possible so that your financial aid will not be delayed.

Student's Name: \_\_\_\_\_ Student ID# N

### Check the box that applies to the parent(s):

- ☐ Neither parent was employed and neither had income earned in 2023.
- ☐ One or both parents were employed or had other sources of income in 2023 but did not file, and were not required to file a 2023 income tax return with the IRS. List below the names of all the parents' employers/ sources of income, the amount earned from each in 2023, and attach copies of all 2023 IRS W-2 forms issued to the parent by employers. **THIS IS REQUIRED.** If you need a replacement W2, contact your employer. List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student's name and ID# at the top.

Employer's Name/Source of Income	2023 Amount Earned	IRS W2 Attached?

### Verification of non-filing from the IRS:

Parents who did not file and were not required to file a tax return must provide documentation from the IRS dated on or after December 1, 2024 that indicates a 2023 IRS income tax return was not filed with the IRS or other relevant tax authority. Instructions to obtain a **Verification of Non-filing Letter** from the IRS are found on page two of this document. A Verification of Non-filing Letter must be submitted along with this worksheet for each parent in the household who did not file and was not required to file a tax return.

### Check the box that applies to the parent(s):

- ☐ Check here if IRS Verification of Non-filing Letter is attached (for each parent if applicable).
- ☐ Check here if IRS Verification of Non-filing Letter(s) will be provided later. (**Financial Aid will not be processed until IRS verification of non-filing is received.**)
- ☐ Check here if the parent(s) have attempted to obtain the Verification of Non-filing Letter(s) from the IRS or other tax authorities and were unable to obtain the required documentation.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. The student and one parent whose information was reported on the FAFSA must sign and date. Please note that submission of this form electronically should be encrypted to protect any personal or confidential information.

## How to Request 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 Form 1040 or 1040-SR for the tax year requested. For the 2023-24 year, you will be requesting verification for 2023. Non tax filers can request a Verification of Non-filing Letter, free of charge, from the IRS.

### Online Request

- Go to <https://www.irs.gov> and click on “Get Your Tax Record” then “Get Transcript Online.”
- Follow the instructions to create an account login.
- Once your account is established, you will be able to print a pdf copy of the Verification of Non-filing Letter.

### Paper Request

- Complete IRS Form [4506T](#).
- Enter name, Social Security Number, and address of the person requesting the verification of non-filing. Do not list SMC as a third party when requesting your letter. You should have the IRS send the letter directly to you; then submit a copy to SMC.
- Check the box on the right side for #7, “Verification of Nonfiling.”
- Enter the ending date of the tax year you’re requesting. For the 2025-2026 academic year, you are requesting verification of the tax year ending **12/31/2023**.
- Sign, date, and provide your phone number at the bottom of the form.
- Mail or fax your completed form to the address listed in the form instructions for your state of residence. Your Verification of Non-filing Letter should be sent to you within 5-10 days.

After you receive the Verification Non-Filing letter from the IRS:

- Write the student name and SMC ID # on the IRS letter.
- Keep a copy for your records.
- Submit the IRS Verification of Non-Filing Letter to the Financial Aid Office.

Fax: 269-783-2114

Email: [finaid@swmich.edu](mailto:finaid@swmich.edu)

**\*Please note that submission of this form electronically should be encrypted to protect any personal or confidential information.**

Mail: Southwestern Michigan College Financial Aid, 58900 Cherry Grove Rd. Dowagiac, MI 49047