



PAMLICO
COMMUNITY COLLEGE
DISCOVER TOMORROW'S POSSIBILITIES

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2025-2026 Parent Non-Tax Filer Form

Student Name: _____ Student ID: _____

The instructions and certifications below apply to each parent included in the household. Complete this section if the parent(s) will not file and are not required to file a 2023 income tax return with the IRS.

Check the box that applies:

Neither parent was employed, and neither had income earned from work in 2023.

One or both parents were employed in 2023 and have listed below the names of all employers, and amount earned from each employer in 2023, and whether an IRS W-2 form is provided. **Please provide copies of all 2023 IRS W-2 forms issued to the parent(s) by their employers. List every employer even if the employer did not issue an IRS W-2 form.**

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

Employer's Name	IRS W-2 or an Equivalent Document Provided? <i>Must be attached</i>	Annual Amount Earned in 2023
<i>(Example) ABC's Auto Body Shop</i>	<i>Yes</i>	<i>\$4500.00</i>
Total Amount of Income Earned from Work		\$

IMPORTANT: Non-tax filers **MUST** provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2024, that indicates a 2023 IRS income tax return was not filed with the IRS or other relevant tax authority, or a signed statement certifying that the individual attempted to obtain confirmation of non-filing from the IRS or other relevant tax authority and was unable to obtain the required documentation. See page 2 for how to obtain an IRS Verification of Non-Filing Letter.

Certification and Signatures

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

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

Student's Signature (Required)

Date

Parent's Signature (Required)

Date

Options for obtaining an IRS Verification of Non-Filing Letter

All non-tax filers are required to provide an IRS Verification of Non-Filing Letter dated on or after October 1, 2024, that indicates that a 2023 IRS income tax return was not filed with the IRS.

- Online Request - Go to www.irs.gov/transcript, Click **Get Tax Record**
- **“Get Transcript Online.”** Make sure to request a 2023 Verification of Non-Filing Letter. **Note:** If at any point you cannot validate your identity using the “Get Transcript Online” option, you may use the **“Get Transcript by Mail”** option. Takes about 5 – 10business days.
- Paper Request Form - [IRS Form 4506-T](#) – follow form instructions.
- Telephone Request – Call the IRS automated phone transcript request service at 1-800-908-9946.