



The University of Texas Permian Basin

2019-2020 Low Income/Nontax Filers Verification Form

Upon Verification of your financial aid, you reported an unusually small amount of family income or no income at all on the FAFSA. Since the income reported seems insufficient to meet average living expenses, this form details the breakdown of your 2017 income, benefits and living situation.

Student's Name: _____

Student's SSN: _____ Student's ID: _____

Section A (Dependent Students): Parent's 2017 Income (please list YEARLY amounts)

2017 Income from rental property.....
2017 Social security benefits for the entire family (not SSI)
2017 Unemployment benefits received.....
Money received from relatives/friends.....
Other untaxed income (source: _____).....
Total: _____

Other benefits received (Section 8, SSI, SNAP, etc.): _____

Parent Signature Date

Student Signature Date

Section B (Independent Students): Student's/Spouse's 2017 Income (please list YEARLY amounts)

2017 income from rental property.....
2017 Social Security benefits for the entire family (not SSI).....
2017 Unemployment benefits received for student.....
2017 Unemployment benefits received for spouse.....
2017 Educational benefits (do not include grants, loans, & scholarships).....
Money received from relatives/friends in 2017.....
Other untaxed income (source : _____)
Total: _____

Live with parents? Yes/No
Other benefits received (Section 8, SSI, SNAP, etc.): _____

Student Signature Date

****If none of the options above apply to yourself please attach a letter explaining your situation and how you supported yourself during 2017. ****



The University of Texas Permian Basin

Request for Verification of Non-Filing Letter for Independent Students and Parents of Dependent Students

Non tax filers must request a Verification of Non-Filing Letter from the Internal Revenue Service (IRS), free of charge. You can request online or via mail.

Online Request

1. Follow the directions above “Requesting a Tax Return Transcript” to step 3 where you will choose “get transcript online” (read carefully to make sure you have everything needed to complete the process online).
2. Instead of choosing “Tax Return Transcript”, choose “Verification of Non-filing Letter”.
3. You cannot choose “get transcript by mail” for a Verification of Non-filing Letter you must instead follow the directions below to have your VONF mailed to you.

Paper Request

1. Download the IRS Form 4506T at <http://www.irs.gov/pub/irs-pdf/f4506t.pdf>.
2. Print form off and complete lines 1-4. On line 7, check the box to indicate you would like to receive a Verification of Non-filing, proof that you did not file a return for the year.
3. On line 9 indicate the ending date on the year or period. For 2019-20 verification the date should be 12/31/2017.
4. Mail or fax the form to the correct location based on where you live. Use 2nd Page of 45067T to determine this address or fax number.
5. The Verification Letter of Non-Filing will be mailed to you within 10 business days.