

## 2024-2025 Low Income/Non-tax 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 2022 income, benefits and living situation.

Documents received after priority deadline do not guarantee aid will be available before 1<sup>st</sup> class day. It is recommended that alternative payment arrangements are made to avoid interruption in classes.

**Fall Priority Deadline: July 15, 2024**  
**Spring Priority Deadline: October 15, 2024**

Student's Name: \_\_\_\_\_

Last four Student's SSN: \_\_\_\_\_ Student's ID: \_\_\_\_\_

| Independent & Dependent Students | Income & Resources                                     | Dependent students only |
|----------------------------------|--|-------------------------|
| Student/Spouse                   | List Annual amounts from<br>January 2022-December 2022 | Parent(s)               |
| \$                               | Social Security disability                             | \$                      |
| \$                               | Child Support Received                                 | \$                      |
| \$                               | Veterans Non Educational Benefits                      | \$                      |
| \$                               | Military/Clergy Allowance                              | \$                      |
| \$                               | Worker's Compensation                                  | \$                      |
| \$                               | Combat pay/Military Basic Allowance                    | \$                      |
| \$                               | Support from relatives or Friends                      | \$                      |
| \$                               | Other  | \$                      |

Please check any benefits that you receive.

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> SNAP/TANF(Food stamps) | <input type="checkbox"/> WIC Program            | <input type="checkbox"/> Free or reduced lunch program |
| <input type="checkbox"/> Public Assistance      | <input type="checkbox"/> Social Security Income | <input type="checkbox"/> Subsidized Housing Income     |

If none of the options above apply, please provide an explanation of living arrangements regarding your situation that will help clarify your low income.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature (For dependent students only)

\_\_\_\_\_  
Date

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

*Return this completed form with any required documentation to:  
Office of Financial Aid & Scholarships  
University of Texas at Permian Basin – 4901 E. University Blvd. Odessa TX 79762  
Fax to (432) 552-261 or save and attach as PDF and Email to [finaid@utpb.edu](mailto:finaid@utpb.edu)*

## **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 via mail.

### **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 2024-2025 verification the date should be 12/31/2022.
4. Mail or fax the form to the correct location based on where you live. Use 2<sup>nd</sup> 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.