



California State University, Sacramento
 Student Service Center
 Financial Aid and Scholarships Office
 Lassen Hall
 6000 J Street, Sacramento, CA 95819-6044
 Phone: (916) 278-1000

Print Name: _____

Sac State ID #:

PARENT VERIFICATION OF NON-FILING LETTER

Your parent indicated they did not file and were not required to file a 2022 Federal Income Tax Return(s). **To verify this status, provide a copy of the Verification of Non-filing Letter for each parent listed in the household dated on or after October 1, 2023.**

HOW TO REQUEST A VERIFICATION OF NON-FILING LETTER

- **Get Transcript ONLINE** – Go to www.irs.gov
 - ❖ Under “Get Your Tax Record,” select “Get Transcript Online”
 - ❖ Login and make sure to request a “Verification of Non-filing Letter”
- **Automated Telephone Request** – Call 1-800-908-9946
- **4506-T Paper Request**- <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>. Refer to Page 2 of the 4506-T for instructions on how to submit the form to the IRS. This option should generate a hard-copy letter to your taxpayers’ address.
- **If Your Parent(s) Do Not Have A Taxpayer Identification Number (SSN, ITIN or EIN)**
Have them provide our office with a signed and dated statement for 2022 certifying they
 1. Do not have a Taxpayer Identification Number (SSN, ITIN or EIN); *and*
 2. List all sources of income and earnings, other income, and/or resources; *and*
 3. Attach (if applicable) all copies of their 2022 W-2s, 1099s, 1098s or equivalent documents for each source of employment

Submission: Attach this coversheet to the requested documentation. Be sure to list your (student) name and Sac State ID at the top of each page

Once completed upload financial aid documents at
<https://onbaseform.csus.edu/obforms/eforms/STDAF/DocumentSubmission/finaidupload.aspx>