



# 2024-2025 Non-Tax Filing Form

Office of Financial Aid & Scholarships  
738 S. Mason St., MSC 3519  
Harrisonburg, VA 22807  
Phone: 540-568-7820  
Secure Fax: 540-568-7994  
Email: verification@jmu.edu

STUDENT NAME: \_\_\_\_\_ STUDENT ID: \_\_\_\_\_

If a student or parent did not file taxes or were not required to file taxes in 2022 we must have official verification of your non-tax filing status.

A 2022 Non-Tax Filing Letter may be obtained by:

- o Going to <https://www.irs.gov/> and select "Get Your Tax Record"
  - o Print off and Submit a copy of the Non-Tax Filing Letter

**OR**

- o Mail or fax the Paper Request Form (4506-T Form) **to the IRS**. *Return a copy of the 4506-T Paper Request Form to our office*
  - o A copy of the Non-Tax filing form will be mailed to the home address. Please submit a copy once you receive the document.

2022 Non-Tax Filing    \_\_\_ Parent    \_\_\_ Student    \_\_\_ Spouse

Not required to file a 2022 tax return, were not employed, and had no income earned from work in 2022.  
**OR**

Were employed in 2022. List below the names of all employers, the amount earned from each employer, and whether a W-2 was issued. List every employer even if the employer did not issue an IRS W-2 form.

Employer's Name	Issued W-2	Amount Earned in 2022
<i>(Example)</i> ABC's Auto Body Shop	Yes	\$4,500.00
Provide copies of all 2022 W-2's issued by the employer.		

## A. Sign this Worksheet

By signing this worksheet, I certify that all the information reported on this form is complete and correct.

**We do not accept electronic or typed signatures.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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