Office of Financial Aid

2026-2027 Parent Verification of Non-Filing Request Confirmation

Student Name: _____ ID # _____

Parent Name: _____

Parent Email: _____ Parent Phone number: _____

You have indicated to the Office of Financial Aid at Shepherd University that you have attempted to obtain a 2024 Verification of Non-Filing Letter from the IRS unsuccessfully. Please confirm below the avenues and the dates in which you attempted to obtain the Verification of Non-Filing Letter.

I have attempted to obtain my 2024 Verification of Non-Filing Letter from the IRS in the following ways (check all that apply):

- ☐ Online Request — Online Request Attempted On: _____
- ☐ Paper Request by Mail (IRS Form 4506-T) — Paper Request Attempted On: _____
- ☐ Paper Request by Fax (IRS Form 4506-T) — Paper Request Attempted On: _____
- ☐ Phone Request (800-908-9946) — Phone Request Attempted On: _____

Typically, Verification of Non-Filing Letter requests take 7-10 business days to be delivered. If 10 business days have not passed since your request(s), the Office of Financial Aid will wait to process your information until that time. If you receive the Verification of Non-Filing letter after this form has been submitted, please submit the letter to our office.

By signing this worksheet, I certify ALL of the following statements are true:

- I did not work in 2024
- I did not and am not required to file taxes in 2024
- I have, the best of my ability, attempted to obtain the 2024 Verification of Non-Filing Letter but never received the letter from the IRS

_____

Parent Signature Date

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

Return completed form to:

Office of Financial Aid, PO Box 5000, Shepherdstown, WV 25443-5000
Phone: 304-876-5470 / Fax: 304-876-5238
faoweb@shepherd.edu