



*Office of Financial Aid & Scholarships*  
*2025-2026 Inability to Obtain Verification*  
*of Non-Filing (VNF) Letter Acknowledgement*  
*Student*

Student name (Last name, First name)

A-State ID number

Cell phone number

Non-tax filer Students are required to provide a Verification of Non-Filing letter from the IRS. If you were unable to acquire this information, please complete this form. **This form must be signed in the presence of a Notary Public.**

**Section 1: Student Non-Tax Filer**

I certify that I, \_\_\_\_\_, made an attempt to obtain a Verification of Non-Filing Letter directly from  
(Print Name)

the IRS. I have allowed at least 10 business days and have been unsuccessful in securing the requested document. I also certify that a 2023 Federal Tax Return was not filed, nor required to be filed.

**X**

**PARENT 1 SIGNATURE**

**DATE**

**Section 2: Spouse Non-Tax Filer**

I certify that I, \_\_\_\_\_, made an attempt to obtain a Verification of Non-Filing Letter directly from  
(Print Name)

the IRS. I have allowed at least 10 business days and have been unsuccessful in securing the requested document. I also certify that a 2023 Federal Tax Return was not filed, nor required to be filed.

**X**

**PARENT 2 SIGNATURE**

**DATE**

**Section 4: Certificate of Acknowledgement**

State of \_\_\_\_\_  
County of \_\_\_\_\_

On this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ before me \_\_\_\_\_, the undersigned notary, personally  
(Notary's Name)  
appeared \_\_\_\_\_ known to me (or satisfactorily proven) to be the person whose name(s) is/are subscribed to  
(Printed name of signer)

the within instrument and acknowledged that he/she/they executed the same for the purposes therein contained. In witness whereof I hereunto set my hand and official seal.

Notary Signature: \_\_\_\_\_

My Commission Expires on: \_\_\_\_\_

[Notary Seal]