UHD ID: _____ **Student's First Name:** _____ **Last Name:** _____

University of Houston DOWNTOWN

Office of Scholarships and Financial Aid

2023-2024 Student Certification for Non-Tax Filers

Your FAFSA was selected for a review process called "Verification" and our records indicate that you or your spouse (if applicable) will not file a 2021 tax return.

What you need to do:

1. Complete this form. Please make sure no fields are left blank. Sign and submit the document to the UHD Office of Scholarships and Financial Aid.
2. If applicable, submit student and spouse W2s from the 2021 tax year.
3. If any required documents are *not* attached to this form, your verification process will be considered incomplete and will not be reviewed until all applicable documents are received.

Step 1: Confirm Filing Status

☐	I have filed a 2021 Federal Income Tax Return. I have attached an IRS Tax Return Transcript.
☐	I will file a 2021 Federal Income Tax Return and will submit an IRS Tax Return Transcript upon completion. I understand that my verification process will remain incomplete until my Tax Return Transcript has been received and reviewed by the UHD Office of Scholarships and Financial Aid.
☐	I do not have a Social Security Number, an Individual Taxpayer Identification Number, or an Employer Identification Number and therefore can't file a tax return or request the IRS Verification of Non-Filing Letter.
☐	I will not file a 2021 Federal Income Tax Return, and I am not required to file a return. I attempted to obtain the Verification of Non-Filing Letter from the IRS or other tax authorities and was unable to obtain the required documentation.

Step 2: Income Information

☐	I was unemployed during the 2021 tax year and had no income earned from work.
☐	I was employed during the 2021 tax year and earned wages. I have **attached all W2s** from each employer or income provider.

Employer Name or Income Provider	Student Amount	Spouse Amount

Each person signing this form certifies that all the information reported on it is complete and correct. I understand I may be asked to provide documentation to support the information reported on this form.

_____

Student Signature Date

(Blue or black ink, no electronic signatures accepted)

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