

Verification Worksheet for Non-Tax Filers
2023-2024



Only complete this form if you and/or spouse did not file a 2021 tax return and were not required to by the IRS.

Your 2023-24 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law states that before awarding Federal Student Aid, we may ask you to confirm the information you reported on your FAFSA. To verify that you provided correct information, we will compare your FAFSA with the information on this institutional verification document along with any other required documents. If there are discrepancies, your FAFSA information may need to be corrected. You and your spouse (if applicable) must complete and sign this institutional verification document, attach any required documents, and submit the form and other required documents to us. We may ask for additional information. If you have questions about verification, contact Graduate Financial Aid so that your financial aid will not be delayed. **Return this form to Graduate Financial Aid by fax 203-582-4061 e-mail, in person or mail.**

Student's Last Name	Student's First Name	Student's M.I.	Student's QU ID
Student's Street Address (include apt. no.)			Student's Home Phone Number
City	State	Zip Code	Student's Alternate or Cell Phone Number

Check the box that applies:

- The student and/or spouse were not employed and had no income earned from work in 2021.
- The student and/or spouse were employed in 2021 and have listed below the names of all employers, the amount earned from each employer in 2021, and whether an IRS W-2 form or equivalent document is provided. List every employer even if the employer did not issue an IRS W-2 form. **Provide copies of all 2021 IRS W-2 forms** issued to the student and/or spouse by their employers.

Employer's Name	IRS W-2 Provided?	Annual Amount Earned in 2021
<i>ABC's Auto Body Shop (example)</i>	Yes	\$4,500
Total Amount of Income Earned from Work		\$

Provide documentation from the IRS (Verification of Nonfiler letter – Form 4506-T) or other relevant tax authority dated on or after October 1, 2022 that indicates a 2021 IRS income tax return was not filed with the IRS or other relevant tax authority.

Students can obtain a "Verification of Nonfiler" letter from the IRS by submitting:

- IRS Form 4506-T when completing check box 7 & list your QU ID in the Customer File Number section of the form. **Be sure to complete the form and mail it to the IRS directly to receive the confirmation letter.**
- Once you receive the letter from the IRS, submit it to the financial aid office. If you do not receive the verification letter within 3 weeks of requesting it, mail a copy of the IRS form 4506-T to our office, so we can send a 2nd request to the IRS.

_____ Check here if confirmation of non-filing is provided.

_____ Check here if confirmation of non-filing will be provided later. Date form was mailed to IRS _____

Certification and Signature

Each person signing below certifies that all of the information reported is complete and correct.

Student's Signature (Required)	Date	WARNING: If you purposely give false or misleading information you may be fined, sentenced to jail, or both.
Spouse's Signature (Optional)	Date	