



STUDENT NAME

ID NUMBER

Your 2025-2026 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. Your parent(s), you, or your spouse indicated they did not file a 2023 tax return on the FAFSA. Parents of dependent students, independent students, or their spouse who did not file and are not required to file an income tax return for the 2023 tax year are required by the Department of Education to submit a Verification of Non-filing Letter. If you are a dependent student and a non-tax filer, you are excluded from this verification requirement and do not need to provide confirmation of your non-filing status from the IRS.

**DEPENDENT STUDENTS** – List the name of each parent below who is claiming they are a non-tax filer:

PARENT 1: \_\_\_\_\_

PARENT 2: \_\_\_\_\_

**INDEPENDENT STUDENTS** – List the name of your spouse who is claiming they are a non-tax filer:

SPOUSE: \_\_\_\_\_

If you are unable to secure a letter from the IRS, this form may be submitted in its place.

I, \_\_\_\_\_, certify I am the non-tax filer and:  
(NAME OF NON-FILER)

- I have attempted to obtain the verification of non-filing from the IRS and was unable to do so.
- I did not file and was not required to file a 2023 federal tax return.
- I will submit documentation (W2's or equivalent document) for all income earned in 2023, which I have listed on the corresponding required Verification Worksheet.

**CERTIFICATION:** I certify that all the information on this form is true and complete to the best of my knowledge. If asked by the Office of Undergraduate Financial Aid, I agree to provide proof of the information that I have given on this form. I realize that purposely giving false or misleading information on this form may result in reduced or loss of eligibility, repayment of aid, referral to the Chapman University Conduct Board, and/or a referral to the federal Office of the Inspector General.

STUDENT SIGNATURE

DATE

PARENT SIGNATURE (DEPENDENT STUDENTS ONLY)

DATE