



Office of Financial Aid

Phone: (740)389-4636

Email: [financial-aid@mtc.edu](mailto:financial-aid@mtc.edu)

2025-2026

Verification of 2023 Income Information for Parent Nontax Filers

Name: \_\_\_\_\_ Social Security # \_\_\_\_\_

The instructions and certifications below apply to each parent included in the household. Complete this section if the parents will not file and are not required to file a 2023 income tax return with the IRS.

Check the box that applies:

- Neither parent was employed, and neither had income earned from work in 2023.
One or both parents were employed in 2023 and have listed below the names of all employers, the amount earned from each employer in 2023, and whether an IRS W-2 form is provided. [Provide copies of all 2023 IRS W-2 forms issued to the parents by their employers]. List every employer even if the employer did not issue an IRS W-2 form.

If more space is needed, provide a separate page with the student's name and ID number at the top.

Table with 3 columns: Employer's Name, IRS W-2 Provided?, Annual Amount Earned in 2023. Includes example row for ABC's Auto Body Shop.

Beginning this year, you are required to provide documentation to the financial aid office from the IRS or other relevant tax authority dated on or after October 1, 2024 that indicates a 2023 IRS income tax return was not filed with the IRS or other relevant tax authority.

Please follow these instructions:

- 1. Go to https://www.irs.gov/pub/irs-pdf/f4506t.pdf and print this form
2. Complete the top section of the form, Check the box on line 7
3. On line 9, enter 12/31/2023
4. Make sure to check and sign the signature box at the bottom of the form.
5. See page 2 for mailing instructions. You must mail the form to the address that corresponds to your home state. Mail the completed form to the IRS address listed on page 2.
6. You will receive a Verification of Nonfiling letter back from the IRS.
7. Send a copy of this letter to the financial aid office, using the contact information at the top of this form.

You must use IRS Form 4506T to request the IRS Verification of Nonfiling Letter.

Parent \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Return this form and ALL documentation to MTC Financial Aid Office.