

# PARENT NON-TAX FILER'S

SUNY Potsdam One Stop  
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(315)267-2943  
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NONTXP

Student's Name \_\_\_\_\_ P# \_\_\_\_\_  
Last First

This statement should be completed if you, the parent(s), are a U.S. citizen, eligible non-citizen, and/or U.S. resident and did not file and were not required to file a 2022 U.S. federal tax return.

- You **must** attach **copies of any W-2 form(s) and/or 1099 form(s)** received for 2022.
- You **must** attempt to provide a **Verification of Non-filing Letter from the IRS:**
  - [www.irs.gov/Individuals/Get-Transcript](http://www.irs.gov/Individuals/Get-Transcript)
  - 1-800-908-9946

- You **must enter \$0 (zero) below if you did not receive any income or earnings (don't leave blank).**

Below, list all of the sources and amounts of income received from January 1, 2022 through December 31, 2022. Include untaxed income (e.g., AFDC, SSI, military living allowance) and earnings not reported on a federal income tax return. Please include supporting documentation for all income sources listed below.

Source of 2022 Income	\$ Amount (or zero)*
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

TOTAL: \$ \_\_\_\_\_

## Certification

I certify that I tried but was unable to obtain the Verification of Non Filing from the IRS or other tax authorities; and that I did not and was not required to file a 2022 U.S. federal tax return. In addition, I certify that all of the information reported on this form is complete and correct.

**ELECTRONIC SIGNATURES ARE NOT ACCEPTABLE - PLEASE PRINT AND SIGN**

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Spouse Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(if applicable)

\*Be sure you enter a dollar amount even if it is zero

Upload this form to our secure file location at <https://filedrop.potsdam.edu/finaid>