

**University of Houston-Victoria**  
**Office of Financial Aid**

UHV ID \_\_\_\_\_

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**2023 INCOME INFORMATION FOR STUDENT NON-TAX FILERS**

The instructions and certifications below apply to the student. Complete this section if the student will not file and are not required to file a 2023 income tax return with the IRS.

**Part I**

Check which one applies:

\_\_\_\_\_ The student was not employed and had no income earned from work in 2023. The

\_\_\_\_\_ student was employed in 2023 and has listed below the names of all employers, the amount earned from each employer in 2023, and whether an IRS W-2 form or an equivalent document is provided. Provide copies of all 2023 IRS W-2 forms issued to the student by his/her employers. List every employer even if the employer did not issue an IRS W-2 form.

Employer's Name	2023 Amount Earned	IRS W-2 provided?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00</i>	<i>Yes</i>

**Part II ( Complete if employed in 2023)**

Provide documentation 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 or a signed statement certifying that the student attempted to obtain confirmation of non-filing from the IRS and was unable to obtain the required documents.

Go to **IRS.gov** and Click on "Get Your Tax Record", Click "Get Transcript by Mail or Online". You are automatically taken to the place to complete your information. Click "Continue" and then Click on "Return Transcript".

\_\_\_\_\_ Check here if confirmation of non-filing or a signed statement is provided.

\_\_\_\_\_ Check here if confirmation of non-filing or a signed statement will be provided later.

**Part II (Certification of 2023 Filing Status)**

I, the student applying for financial aid, certify that I will not file and are not required to file a 2023 U.S. Income Tax Return. By signing this form, I certify that all the information reported on it is complete and correct.

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

(black or blue ink)

State law requires that you be informed of the following: (1) with few exceptions, you are entitled on request to be informed about the information the University collects about you by use of this form; (2) under sections 552.021 and 552.023 of the Government Code, you are entitled to receive and review the information; and (3) under section 559.004 of the Government Code, you are entitled to have the University correct information about you that is incorrect.