**Please use the SAMPLE that applies to you, the student and/or parent.**

**All items in maroon must be updated based on your information.**

1. **Independent STUDENT/SPOUSE: Non-Filing Letter Sample due to not having a SSN, ITIN, or EIN**

Date

To whom it may concern,

I, (full name), certify that I did not file a tax return in 20YY. I am unable to provide an IRS Verification of Non-filing Letter because I do not have a Social Security Number, Individual Taxpayer Identification Number, or Employer Identification Number.

I earned untaxed income of $(enter amount) in 20YY from (type of work in which you earned income). Attach the W-2 or 1099 forms.

Signature

Print name

TAMIU ID number

1. **PARENT: Non-Filing Letter Sample due to not having a SSN, ITIN, or EIN and did not work**

Date

To whom it may concern,

I, (full name), certify that I did not file a tax return in 20YY. I am unable to provide an IRS Verification of Non-filing Letter because I do not have a Social Security Number, Individual Taxpayer Identification Number, or Employer Identification Number.

I did not work or earn any wages in 20YY. I am supported by (list who or how you are supported, such as government assistance, etc.).

Signature

Print name

Name of Student and TAMIU ID number

1. **PARENT: Non-Filing Letter Sample due to not having a SSN, ITIN, or EIN but work in Nuevo Laredo or other city in Mexico**

Date

To whom it may concern,

I, (full name), certify that I did not file a tax return in 20YY. I am unable to provide an IRS Verification of Non-filing Letter because I do not have a Social Security Number, Individual Taxpayer Identification Number, or Employer Identification Number.

I work in Nuevo Laredo, Tamaulipas Mexico and earned $(enter amount) pesos equivalent to $(enter amount) dollars in 20YY.

Signature

Print name

Name of Student and TAMIU ID number

1. **Student, Spouse, or Parent who are U.S. Citizens, attempted to request letter but were unsuccessful**

Date

To whom it may concern,

I, (full name), certify that I did not file a tax return in 20YY. I attempted to obtain the IRS Verification of Non Filing Letter but was unable to obtain the required documentation.

I earned untaxed income of $(enter amount) in 20YY from (type of work in which you earned income). Attach the W-2 or 1099 forms.

**OR**

I did not work or earn any wages in 20YY. I am supported by (list who or how you are supported, such as government assistance, etc.).

Signature

Print name

Name of Student and TAMIU ID number