

**2025-2026 INCOME INFORMATION FOR NON-TAX FILERS (Parent's Income)**

Student First Name: \_\_\_\_\_ Student Last Name: \_\_\_\_\_

ID: \_\_\_\_\_ Date of Birth : \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Primary Phone: ( \_\_\_\_ ) \_\_\_\_ \_\_\_\_

\_\_\_\_\_ and \_\_\_\_\_ the parent(s) of  
(Father/Stepfather, if applicable) (Mother/Stepmother, if applicable)

\_\_\_\_\_ are writing this letter to confirm that I/we did not file and are not required  
(Student's Name)

to file an income tax return for the 2023 year. I/we worked in \_\_\_\_\_ and earned wages in the amount of  
(City, State)

\$ \_\_\_\_\_ and \$ \_\_\_\_\_ for a total combined wages of  
(Father/Stepfather's wages, if applicable) (Mother/Stepmother's wages, if applicable)

\_\_\_\_\_ from January 1, 2023 to December 31, 2023. We understand that we may be required to file if it is  
(Combined Wages)

mandated according to Internal Revenue Service (IRS) regulations. If you need additional information, please contact us at

\_\_\_\_\_  
(Phone Number)

Sincerely,

\_\_\_\_\_  
(Father's/Stepfather's signature, if applicable)

\_\_\_\_\_  
(Mother's/Stepmother's signature, if applicable)

**Submitting documents:** You may submit your documents in several ways:

- Email to: [tasfa@utrgv.edu](mailto:tasfa@utrgv.edu)
- By mail to: UTRGV U Central, Visitors Center 1.113, 1201 W. University Drive, Edinburg, TX 78539
- Physical Drop off to locations listed below:

**Brownsville U Central Location:**

The Tower, Main 1.100  
One West University Blvd.  
Brownsville, Texas 78520  
Phone: (888) 882-4026

**Edinburg U Central Location:**

Student Services Bldg., First Floor  
1201 West University Drive  
Edinburg, Texas 78539  
Phone: (888) 882-4026

**For Office Use Only:**

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_