

Financial Aid Office

2121 Euclid Avenue, Cleveland, OH 44115 Phone: (216) 687-5411 Fax: (216) 687-9247 For in-person inquiries, please visit Campus411 All-in-1, MC 116 www.csuohio.edu/financial-aid

HOW TO REQUEST THE IRS VERIFICATION OF NONFILING LETTER

For the 2018-2019 award year, the U.S. Department of Education is requiring independent students and parents that indicate on the FAFSA they did not file a 2016 Tax Return to provide Verification of Nonfiling from the IRS.

Ways to Request IRS Verification of Nonfiling:

- Complete IRS form 4506-T Mark box 7 to request Verification of Nonfiling or
- Request by phone at 800-908-9946 or
- Request online through the IRS "Get Transcript Online" tool (https://www.irs.gov/individuals/get-transcript)
 - The online system requires you to set up a secure IRS account and may not be available to those without credit history or who have never filed with the IRS

How to request an IRS Verification of Non-Filing Letter:

Paper Request Form – IRS Form 4506-T

IRS Form 4506-T can be downloaded at https://www.irs.gov/pub/irs-pdf/f4506t.pdf

- Complete lines 1 4, following the instructions on page 2 of the form.
 Line 3: enter the non-filer's street address and zip or postal code. Use the address currently on file with the IRS.
- Line 5 provides non-filers with the option to have their IRS Verification of Non-Filing Letter mailed directly to a third party by the IRS. **Do not have your IRS Verification of Non-Filing Letter sent directly to CSU.**
- Line 7: Select the checkbox on the right hand side for Verification of Non-Filing.
- Line 9: Year or period requested field, enter "12/31/2016".
- The non-filer must sign and date the form and enter their telephone number. Only one signature is required when requesting a joint IRS Verification of Non-Filing Letter.
- If the 4506-T information is successfully validated, tax filers can expect to receive a paper IRS Verification of Non-Filing Letter at the address provided on their request within 5 to 10 days.
- Sign and submit the IRS Verification of Non-Filing Letter to CSU; make sure to include the student's name and ID on the letter.

Telephone Request

Available from the IRS by calling 1-800-908-9946

- Tax filers must follow prompts to enter their social security number and the numbers in their street address. Generally, this will be numbers of the street address that was listed on the latest tax return filed.
- Select "Option 2" to request an IRS Verification of Non-Filing Letter and then enter "2016".
- If successfully validated, non-filers should expect to receive a paper IRS Verification of Non-Filing Letter at the address provided in their telephone request within 5 to 10 days from the time of the request.
- IRS Verification of Non-Filing Letter requested by telephone cannot be sent directly to a third party by the IRS.
- Sign and submit the IRS Verification of Non-Filing Letter to CSU; make sure to include the student's name and CSU ID number on the letter.

You may mail	the 4506-T	form	to the IRS.	Please	DO NOT	submit th	e IRS 4	506-T to	the Fir	nancial A	id O	ffice.
			Turn Over	to Viev	v a Samp	le of the 4	506-T					

(July 2017) Department of the Treasury Internal Revenue Service

Request for Transcript of Tax Return

▶ Do not sign this form unless all applicable lines have been completed.

▶ Request may be rejected if the form is incomplete or illegible.

► For more information about Form 4506-T, visit www.irs.gov/form4506t.

OMB No. 1545-1872

Tip. Use Form 4506-T to order a transcript or other return information free of charge. See the product list below. You can quickly request transcripts by using our automated self-help service tools. Please visit us at IRS.gov and click on "Get a Tax Transcript..." under "Tools" or call 1-800-908-9946. If you need a copy of your return, use Form 4506, Request for Copy of Tax Return. There is a fee to get a copy of your return.

	Name shown on tax return. If a joint return, enter the name shown first.	1b First social security number on tax return, individual taxpayer identification number, or employer identification number (see instructions)							
2a	If a joint return, enter spouse's name shown on tax return.	2b Second social security number or individual taxpayer identification number if joint tax return							
3 (Current name, address (including apt., room, or suite no.), city, state,	and ZIP code (see instructions)							
4 F	Previous address shown on the last return filed if different from line 3	3 (see instructions)							
	if the transcript or tax information is to be mailed to a third party (suc and telephone number.	ch as a mortgage company), enter the third party's name, address,							
you ha on line	we filled in these lines. Completing these steps helps to protect your	ou have filled in lines 6 through 9 before signing. Sign and date the form r privacy. Once the IRS discloses your tax transcript to the third party lis formation. If you would like to limit the third party's authority to disclose ment with the third party.	ted						
6	Transcript requested. Enter the tax form number here (1040, 106 number per request. ►	65, 1120, etc.) and check the appropriate box below. Enter only one tax	form						
а	changes made to the account after the return is processed. Tran- Form 1065, Form 1120, Form 1120-A, Form 1120-H, Form 1120-L	ax return as filed with the IRS. A tax return transcript does not reflect nscripts are only available for the following returns: Form 1040 series, L, and Form 1120S. Return transcripts are available for the current year requests at the product of the current year.							
b	assessments, and adjust the made by one IRS at the	status t acco such pay nts made the account, penalty seturn s d. Re infor ion be p be g essed wit iness days .							
С	Record of Account, which process are alled form and alled form are alled form are alled form are alled form and alled form are all all all all all all all all all al	s it is a contraction of the sturn Transport and the Account sts will be processed within 1							
7		d not file a return for the year. Current year requests are only available requests. Most requests will be processed within 10 business days							
8	these information returns. State or local information is not included transcript information for up to 10 years. Information for the current yexample, W-2 information for 2011, filed in 2012, will likely not be av-	eries transcript. The IRS can provide a transcript that includes data from ad with the Form W-2 information. The IRS may be able to provide this year is generally not available until the year after it is filed with the IRS. For vailable from the IRS until 2013. If you need W-2 information for retirement -800-772-1213. Most requests will be processed within 10 business days.							
	on: If you need a copy of Form W-2 or Form 1099, you should first co our return, you must use Form 4506 and request a copy of your retur								
9		period, using the mm/dd/yyyy format. If you are requesting more than equests relating to quarterly tax returns, such as Form 941, you must							
Cautio	on: Do not sign this form unless all applicable lines have been compl	leted.							
informa shareh certify signatu	ation requested. If the request applies to a joint return, at least or loolder, partner, managing member, guardian, tax matters partner, that I have the authority to execute Form 4506-T on behalf of the ure date.	e name is shown on line 1a or 2a, or a person authorized to obtain the one spouse must sign. If signed by a corporate officer, 1 percent or executor, receiver, administrator, trustee, or party other than the taxpa e taxpayer. Note: This form must be received by IRS within 120 days of	more yer, l of the						
	gnatory attests that he/she has read the attestation clause and upon is the authority to sign the Form 4506-T. See instructions.	on so reading declares that ne/sne Phone number of taxpayer on li 1a or 2a	ine						
Sign	Signature (see instructions)	Date							
Here	Title (if line 1a above is a corporation, partnership, estate, or trust)								
For Pri	Spouse's signature rivacy Act and Paperwork Reduction Act Notice, see page 2.	Date Cat. No. 37667N Form 4506-T (Rev. 7-	-2017						