

## 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 the IRS 4506-T to the Financial Aid Office.**

**Turn Over to View a Sample of the 4506-T**



