

**Requesting a NONFILING VERIFICATION letter from the IRS**

**Non-tax filers can request this document free of charge from the IRS by completing a 4506-T.**

**Accessing the 4506-T to request the Non-filing Verification letter:**

* Go to [www.IRS.gov](http://www.IRS.gov)
* Click “Forms &Pubs”
* Scroll down the page and select the Form 4506-T
* Complete the following items:
  + Line items 1 through 4
  + *DO NOT COMPLETE Line 5 – this form should not be sent directly to the college.*
  + Line 7: Check the box for this item
  + Line 9: Enter the year you are requesting:
    - For the 17-18 school year, request 2015 taxes – **12/31/2015**
    - For the 18-19 school year, request 2016 taxes – **12/31/2016**
  + Check the Signatory attestation statement
  + Enter a phone number
  + Required Signatures and dates
* Mail the form to the IRS office – see the information on Page 2
* You should receive the Non-filing Verification letter within 10 business days
  + You must submit to the financial aid office once you receive the letter