

IRS VERIFICATION OF NON-FILING LETTER HELP SHEET



Why is this document required?

If your financial aid award is selected for a process called verification, and you and/or your parent(s) did not file taxes for the 2017 tax year, the Department of Education requires you to submit an IRS transcript titled *Verification of Non-Filing Letter* to your educational institution.

This document provides proof that the IRS has no record of a filed Form 1040, 1040A or 1040EZ for the tax year you requested. It does not indicate whether you were required to file a return for that year.

How do I obtain the IRS Verification of Non-Filing Letter for submission?

POSTAL MAIL by completing the enclosed **4506-T Form**.

Tips for filling out the 4506-T:

- At the top of the form, it asks for the “Name shown on the Tax Return” (1a). Use your legal name (as shown on your Social Security Card) and list your social security number on line 1b.
- If you are married, please enter your spouse’s name as it appears on their Social Security Card on line 2a. On line, 2b enter their social security number.
- On line, 3 print your current name and list your current address.
- Have the Non-Filing Letter mailed to you. The letter can be sent to a third party; however, this causes issues when the request is not successful.
- Check box 7 to indicate Verification of Non-Filing, this has been check for you if you are completing the form that was sent to you by the Financial Aid Office. If you had to download a copy of the form, please make sure to mark this box.
- Year or period requested (9) should be 12/31/2017 this has been entered for you if you are completing the form that was sent to you by the Financial Aid Office. If you had to download a copy of the form, please make sure to enter the tax year.
- Mail or fax the completed form to the IRS. The completed form can be mailed to, do not return this form to the WCC Financial Aid Office:
Internal Revenue Service
RAIVS Team
P.O. Box 145500
Stop 2800 F
Cincinnati, OH 45250
Fax: 859-669-3592
- The non-filing letter will be mailed to you in approximately 5-10 business days. Once you receive the non-filing letter, please forward to the Financial Aid Office.