

Directions for 2015 IRS Non-Tax Filer Verification

IMPORTANT: If student (and/or spouse, if married) and/or parent(s)/stepparent did not file a 2015 tax return, a Verification of Non-filing Letter must be requested from the IRS and submitted to our office.

Confirmation of non-filing must be obtained from the IRS or another taxing authority for any individual who did not file a 2015 US or Foreign Tax Return. Individuals must submit a 2015 Verification of Non-filing Letter from the IRS. Below, please see the methods for submitting this information to our office. Similar confirmation is also acceptable from another taxing authority (e.g., a foreign government or U.S. territory).

Non-Tax Filer Method #1: Request a Verification of Non-filing Letter ONLINE

- It is available on the IRS website at www.irs.gov/Individuals/Get-Transcript.
- Click "Get Transcript ONLINE" and follow the directions. Please make sure pop-up blockers have been disabled.
- First Time Users will need to Register to use this service, otherwise Returning Users should LOG IN.
- Select Higher Education/Student Aid for the reason you are requesting a Verification of Non-filing Letter. Click GO.
- Under Verification of Non-filing, click "2015."
- If your pop-up blocker is off, you will be shown a copy of your 2015 Verification of Non-filing Letter. Print your 2015 Verification of Non-filing Letter to submit to our office with student's name and UIN indicated.

Non-Tax Filer Method #2: Request a Verification of Non-filing Letter by completing IRS Form 4506-T

- It is available by completing IRS Form 4506-T on the IRS website at <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>.
- Complete lines 1a-4 on the top portion of the form.
- Please keep line 5 blank –the Verification of Non-filing Letter will be sent to you and then forwarded to the Office of Student Financial Aid. *The Office of Student Financial Aid may not be able to identify the student that information is associated with if sent directly from the IRS. The information would then need to be requested again.*
- Check box 7 for Verification of Non-filing, and complete line 9 using the date "12/31/2015."
- Complete the bottom portion of the form and then refer to page 2 of the form for where to have it sent.

***We are aware of circumstances where one or both of the parents of a dependent student or the spouse of an independent student does not have a Social Security Number, an Individual Taxpayer Identification Number, or an Employer Identification Number and therefore is unable to obtain a Verification of Non-filing Letter from the IRS. Individuals in these cases and whose income is below the IRS filing threshold must submit to the institution:

1. A signed and dated statement--

- Certifying that the individual(s) does not have a Social Security Number, an Individual Taxpayer Identification Number, or an Employer Identification Number; and
- Listing the sources and amounts of earnings, other income, and resources that supported the individual(s) for the appropriate tax year; and

2. If applicable, a copy of IRS Form W-2 for each source of employment income received for the appropriate tax year or an equivalent document.

Note: Individuals who submit W-2s that total a gross income that equals or exceeds the IRS tax filing threshold must request a Social Security Number, an Individual Taxpayer Identification Number, or an Employer Identification Number and file an income tax return before the student is eligible to receive Title IV aid.

Documents may be faxed to (843) 525- 8285 or mailed to the address at the top of this letter. If you have any questions, please contact our office.