

## 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 Nonfiling Verification letter:

- Go to [www.irs.gov](http://www.irs.gov)
- Click 'Forms & Pubs'
- Scroll down on 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 12/31/2015
  - 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 Nonfiling Verification letter within 10 business days
  - You must submit to the financial aid office once you receive the letter