

2018-2019

## How to Obtain the Non-Filing Letter from the IRS, Parents

Beginning this year, you are required to provide documentation to the Financial Aid Office from the IRS or other relevant tax authority dated on or after October 1, 2017 that indicates a 2016 IRS income tax return was not filed with the IRS or other relevant tax authority.

### Please follow these instructions:

1. Go to <https://www.irs.gov/pub/irs-pdf/f4506t.pdf> and print this form
2. Complete the top section of the form, Check the box on line 7
3. On line 9, enter 12/31/2016
4. Make sure to check and sign the signature box at the bottom of the form.
5. See page 2 for mailing instructions. You must mail the form to the address that corresponds to your home state. Mail the completed form to the IRS address listed on page 2.
6. You will receive a Verification of Nonfiling letter back from the IRS.
7. Send a copy of this letter to Financial Aid Office, using the contact information at the top of this form.

***You must use IRS Form 4506T to request the IRS Verification of Nonfiling Letter.***

***Do not submit this form to our office. This form is only to provide you with instructions on how to obtain the proof of Nonfiling form from the IRS.***

***IRS Form 13873-F or 13873-T are not acceptable forms of documentation.***

Please contact our office if you have any questions.

### Financial Aid Office

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