



2020-2021 Student Tax Non-Filer Statement Form

Student Name \_\_\_\_\_

Student ID \_\_\_\_\_

The U.S. Department of Education selected your application for "Verification", and we are required to obtain this information before awarding you Federal financial aid. Please complete this form and submit it to the financial aid counselor at your CCV center as soon as possible. If you have any questions, please contact your financial aid counselor for assistance.

Student (and/or spouse) Statement of Non-Filing

Check the box that applies:

Student and/or spouse was/were not employed, did not have income, and is/are not required to file a 2018 Federal Tax Return.

If you checked the box you need to :

- Submit a 2018 IRS Verification of Non-Filing Letter. This free letter can be obtained from the IRS. See back for instructions.
Please note that dependent students are NOT required to submit an IRS Verification of non-filing letter.

If you attempted to obtain an IRS Verification of non-filing letter and were unable, please initial here. \_\_\_\_\_

OR

Student and/or spouse was/were employed, had income, but is/are not required to file a 2018 Federal Tax Return.

If you checked the box you need to:

- Complete the chart below: list employer(s) and the amount that was earned in 2018.
Attach copies of all 2018 W2's and 1099 Forms
Submit a 2018 IRS Verification of Non-Filing Letter. This free letter can be obtained from the IRS. See back for instructions.
Please note that dependent students are NOT required to submit an IRS Verification of non-filing letter.

If you attempted to obtain an IRS Verification of non-filing letter and were unable, please initial here. \_\_\_\_\_

Table with 2 columns: Name of Employer, Amount Earned in 2018. Includes rows for \$ and \$.

Sign this Form - By signing this form, I certify that all the information reported is complete and correct.

Student's Signature \_\_\_\_\_

Date \_\_\_\_\_

## What is an IRS Verification of Non-filing Letter?

An IRS Verification of Non-filing Letter provides proof that the IRS has no record of a filed Form 1040 for the year you requested. Non-Tax filers can request an IRS Verification of Non-filing of their 2018 tax return status, free of charge, from the IRS in one of two ways: Online or by paper form.

**Online Request** - Available at [www.irs.gov](http://www.irs.gov)

**Note:** This is typically not available if you have never filed taxes before in prior years. If this is the case, please use the paper request process detailed below.

- Click on "**Get Your Tax Record**"
- Click "**Get Transcript Online**" (If at any point, you cannot validate your identity – for example, you cannot provide financial verification information or you lack access to a mobile phone – you may use Get Transcript by Mail, see below)
- Follow instructions for creating an account or log in.
- Select "**Verification of Non-filing Letter**" and in the Tax Year field, select "**2018**".
- If successfully validated, you will be able to view and print your IRS Verification of non-filing letter.
- Submit the IRS Verification of Non-filing Letter to your local CCV center

## Paper Request Form – IRS Form 4506-T

Download IRS Form 4506-T at <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>

- Complete lines 1 – 4, following the instructions on page 2 of the form.
- Line 3: enter the non-filer's street address and zip or postal code. Use the address currently on file with the IRS.
- Line 5A provides non-filers with the option to have their IRS Verification of Non-filing Letter mailed directly to a third party by the IRS. Do not have your IRS Verification of Non-filing Letter sent directly to CCV.
- Line 5B: Enter your 7-digit CCV student ID number.
- Line 7: Select the checkbox on the right hand side for Verification of Non-filing.
- Line 9: Year or period requested field, enter "12/31/2018".
- The non-filer must sign and date the form and enter their telephone number. Only one signature is required when requesting a joint IRS Verification of Non-filing Letter.
- Mail or fax the completed IRS Form 4506-T to the address (or FAX number) provided on page 2 of Form 4506-T.
- If the 4506-T information is successfully validated, tax filers can expect to receive a paper IRS Verification of Non-filing Letter at the address provided on their request within 5 to 10 days.
- Submit the IRS Verification of Non-filing Letter to your local CCV center.

## How to fix address matching problems when ordering online

When entering the information into the IRS address matching system note the following:

- The address entered must match the address already on file with the IRS exactly.
- Spelling out the word "street" rather than using the abbreviation "st." can be enough to cause an error.
- Addresses on the IRS system are auto-corrected through a post office program and may not match what you put on your tax return. If you entered your address as it appears on your return and it doesn't work, try using the standardized version of your address.

To get a **standardized version of your address:** 1) go to [www.usps.com](http://www.usps.com) 2) Click Look Up a Zip Code 3) Enter Street Address, City, State 4) Click Find