

NON-TAX FILER GUIDE: Providing your 2016 Income Documentation for your 2018-2019 FAFSA

You indicated that you did not file taxes during 2016. You must submit the following documentation:

- 2016 Verification of Non-filing Letter*****
- Certificate of Non-Tax Filing Status form
- All 2016 W-2's **or** an IRS 2016 Wage and Income Transcript (if employed in the US during 2016)

***Note: The 2016 Verification of Nonfiling Letter is not required if you are a dependent student. However, dependent students must provide this letter for every parent listed on your FAFSA who did not file taxes in 2016.

Getting your **Verification of Nonfiling Letter**

Option 1: Paper Request

1. Download IRS Form 4506-T at <https://www.irs.gov/pub/irs-pdf/f4506t.pdf> (Also available upon request at the Financial Aid Office)
2. Follow the instructions on Page 2 to fill out boxes 1-4
3. Line 5: Leave blank to have your letter sent to your current address
4. Line 6: Leave blank and do not check any boxes
5. Line 7: Select the checkbox on the right hand side for **Verification of Nonfiling**.
6. Line 9: Enter 12/31/2016
7. Sign and date the form and enter your telephone number
8. Mail or fax the completed IRS Form 4506-T to the address/fax number provided on page 2 of Form 4506-T (**Chart for all other transcripts – middle column**)

Most requests are processed within 10 business days upon receipt of the IRS.

After you receive the **Verification of Nonfiling letter**, please submit it to the Financial Aid Office.

Please be sure to include your SID number.

Option 2: Get Transcript **ONLINE** (not available if you have never filed taxes)

1. Go to: <https://www.irs.gov/individuals/get-transcript>
2. Click Get Transcript ONLINE
3. Create an account/login to download the **2016 Verification of Nonfiling letter**.

Recommended: Once logged in, also download the 2016 Wage and Income Transcript to provide your W2 information (if you worked in 2016).

*Please note: You **cannot** use the Get Transcript by MAIL feature to obtain your 2016 Verification of Non-filing letter.

**The Get Transcript ONLINE feature is not typically available if you have never filed taxes before in prior years. If this is the case, please use the paper request process detailed above (option 1).

Need additional help?

- Call the IRS toll-free at **1-800-876-1715**, Mon-Fri 5:00am - 5:00pm PST.
- Call the IRS at **1-844-545-5640** to schedule an appointment at a **local** IRS office.