



## Requesting an IRS Verification of Non-Filing Letter

If you and/or your spouse (if you are an independent student and married as of today) or you and/or your parent(s) whose income you used on the 2018-19 FAFSA did not file a 2016 Federal Tax Return, you are required to obtain documentation from the IRS that you did not file. An IRS Verification of Non-Filing Letter provides proof that the IRS has no record of a filed Form 1040, 1040A or 1040EZ for the year you requested.

Follow these instructions on how to request an IRS Verification of Non-Filing Letter. Non Tax filers can request an IRS Verification of Non-filing of their 2016 tax return status, free of charge, from the IRS in one of two ways:

### Telephone Request

Available from the IRS by calling 1-800-908-9946

- Tax filers must follow prompts to enter their social security number and the numbers in their street address. Generally, this will be numbers of the street address that were listed on the latest tax return filed.
- Select "Option 2" to request an IRS Verification of Non-Filing Letter and then enter "2016".
- If successfully validated, non-filers can expect to receive a paper IRS Verification of Non-Filing Letter at the address provided in their telephone request within 5 to 10 days from the time of the request.
- Sign and submit the IRS Verification of Non-Filing Letter to the Office of Student Financial Services at Bloomfield College; **make sure to include the student's name and ID on the letter.**

### 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 7: Select the checkbox on the right hand side for Verification of Non-Filing.
- Line 9: Year or period requested field, enter "12/31/2016".
- 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.
- Sign and submit the IRS Verification of Non-Filing Letter to the Office of Student Financial Services at Bloomfield College; **make sure to include the student's name and ID on the letter.**

**\*\*Please be advised that if you did not file taxes for the 2016 tax year and we do not receive an IRS Verification Letter of Non-Filing, we will be unable to complete verification or pay Federal financial aid to your account.\*\***