

# 2021-2022 Verification of Non-Filing Letter Form



## Office of Scholarships and Financial Assistance

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### Student Information

\_\_\_\_\_  
Last name First name Middle initial Northwest 919 number

\_\_\_\_\_  
Address City State ZIP Phone Number

If you, your spouse, and/or your parent(s) did not file and were not required to file a 2019 federal income tax return, you are required to provide to our office confirmation of this by submitting a **Verification of Non-Filing Status Letter** that can be requested directly from the IRS.

If you worked and earned wages but were not required to file taxes, you must also submit all 2019 W-2 forms. If 2019 W-2's are unavailable you can request an **IRS Wage and Income Transcript** from the IRS.

This verification **MUST** be received for **EACH** non-filer and must be dated on or after **October 1, 2019**. To request a Verification of Non-Filing Status Letter and/or a Wage and Income Transcript from the IRS, follow the instructions below and complete the IRS form 4506-T and mail/fax to the IRS.

#### IRS 4506-T Form Instructions:

- Access the 4506-T form at [irs.gov/pub/irs-pdf/f4506t.pdf](https://irs.gov/pub/irs-pdf/f4506t.pdf)
- Complete items 1-5, including your student's 919# on item 5 to ensure our office can match the transcript received to the correct student record.
- To request a Verification of Non-Filing Letter, check the box adjacent to item 7. Non-filers who are unable to locate their 2019 W2/1099 forms can also check the box adjacent to item 8 to request a Wage and Income Transcript from the IRS in lieu of their W2/1099
- Enter 12/31/2019 on item 9
- Check the box indicating that the person completing the form has the authority to sign the Form 4506-T
- Print, sign and, mail or fax the completed form to the applicable IRS location listed on page 2 of the 4506-T form.

- Student and/or student's spouse has obtained the Verification of Non-Filing Letter and letter(s) are submitted with this document.
- Parent 1 and/or Parent 2 has obtained the Verification of Non-Filing Letter and letter(s) are submitted with this document.
- Student/spouse/parent1/parent 2 has/have attempted to obtain the Verification of Non-Filing Letter and have been unable to do so. Please provide a summary of those efforts below.

If the student, spouse, and/or parent(s) did file a 2019 federal income tax return, you will need to make a correction to your FAFSA and submit IRS tax filing information.

### Certification statement

By signing, I certify that all information reported is complete and accurate.

\_\_\_\_\_  
Student Signature (required) Date Parent 1 Signature (required for dependent students) Date

\_\_\_\_\_  
Spouse Signature (if married) Date Parent 2 Signature (if applicable) Date

**Warning: If you purposely give false or misleading information, you may be fined, be sentenced to jail, or both**