



**Student Name** \_\_\_\_\_ **Student ID** \_\_\_\_\_

The U.S. Department of Education selected your application for “Verification” and JWCC is required to obtain this information before awarding you Federal financial aid. Please complete this form and submit appropriate documentation to the Financial Aid Office as soon as possible. If you have any question, please contact Christine Genenbacher at 217-641-4312.

**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 2016 Federal Tax Return.**

If you checked the box, you need to:

- Submit a 2016 IRS Verification of NON-filing Letter. This free letter can be obtained from the IRS. See back for instructions.

OR

**Student and/or spouse was/were employed, had income, but is/are not required to file a 2016 Federal Tax Return.**

If you checked the box, you need to:

- Submit copies of all 2016 W2’s and 1099 Misc. Income Forms
- Submit a 2016 IRS Verification of Non-Filing Letter. This free letter can be obtained from the IRS. See back for instructions.

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

**Student Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

## How to Request IRS Verification of Non-filing Letter, 2018-19

### 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, 1040A or 1040EZ for the year you requested. 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 three ways: Online, by telephone, or by paper.

#### Online Request—Available at [www.irs.gov](http://www.irs.gov)

- Under Tools, click "Get a tax transcript"
- 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)
- Enter the non-filer's Social Security Number, email address, filing status, [account numbers](#) for loan or credit card associated with your name, and mobile phone associated with your name.
- Click "Continue"
- Select "**Verification of Non-filing Letter**" and in the Tax Year field, select "**2016**".
- If successfully validated, you will be able to view your IRS Verification of Non-filing Letter.
- Sign and submit the IRS Verification of Non-filing Letter, if requested, to John Wood Community College; make sure to include the student's name and JWCC ID on the letter.

#### Telephone Request—Available from the IRS by calling **1-800-908-9946**

- Non-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 was 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.
- IRS Verification of Non-filing Letter requested by telephone cannot be sent directly to a third party by the IRS.
- Sign and submit the IRS Verification of Non-filing Letter to JWCC

#### 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 5 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 JWCC.
- Line 6: Enter tax form number 1040.
- 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, if requested, to John Wood Community College; make sure to include the student's name and JWCC ID on the letter.