

Guidance for Obtaining IRS Verification of Non-filing Letter

If you are selected for verification and did not file a 2016 federal income tax return because you were not required to file based on your income level, you must obtain documentation from the Internal Revenue Service (IRS) documenting that you did not file a 2016 federal income tax return.

There are two options for obtaining the IRS Verification of Non-filing Letter

1) Use IRS Get Transcript Online Feature

Go to www.irs.gov and click on “Get Your Tax Record” and then follow the instructions to either “Get Transcript Online” or “Get Transcript by Mail”. When given the chance to choose the type of transcript you need, choose “Verification of Non-filing Letter”. Be sure that you are requesting a letter for the 2016 tax year. Once you have obtained the letter, keep a copy for your records and submit the letter with any other requested documents to the CCC Financial Aid Office. Be sure to include your student identification number on all documents.

2) Complete IRS Form 4506-T and submit it to the IRS

You may find IRS Form 4506-T by visiting www.irs.gov and clicking “Forms and Instructions” and then searching for “4506-T”. Complete Questions 1-5 and then mark box 7 to indicate you are requesting Verification of Non-filing. Sign the form and mail it to the address as indicated in the instructions. Be sure that you are requesting a letter for the 2016 tax year. Once you have obtained the letter, keep a copy for your records and submit the letter with any other requested documents to the CCC Financial Aid Office. Be sure to include your student identification number on all documents.

If you need additional assistance using one of the options above, contact the IRS at 1-800-829-1040 or www.irs.gov.