

Verification of Non-Filing Letter Request Instructions

You and/or parent indicated on your 2017-2018 FAFSA that you and/or your parent did not file 2015 taxes. As part of the verification process, you and/or your parent are required to confirm via the IRS that no taxes were filed. You and/or your parent must submit a Verification of Non-Filing letter provided by the IRS. Submit forms in a timely manner to avoid delay of financial aid funds.

Mail Request using Form 4506-T

- Click here for www.irs.gov/form4506T and click “Form 4506-T” button
- Complete questions 1a-4 with non-filer’s information. See instructions on page 2 of the form
- Check the box on row 7 on the right-hand side to request a Verification of Non-filing letter
- Complete questions 9 with the 2015 tax period: 12/31/2015
- Non-filer must sign and complete the bottom portion
- 4506-T Form can be mailed or faxed to the IRS using instructions on the 4506-T form
- A paper IRS Verification of Non-Filing letter will arrive 7-10 days after the form is received and processed by the IRS
- Verification Letter will arrive in 5 to 10 calendar days

Do not have the 4506-T Verification of Non-Filing sent directly to Cal State San Bernardino

Online Request

In order to request a Verification of Non-Filing online, you need an IRS.gov account. To create an account, you must either (1) a credit card, mortgage or home equity loan, home equity line of credit, or car loan; AND (2) a mobile phone with your name on the account to verify your identity. If you do not have one of the above lines of credit AND a mobile phone with your name on the account, you must mail a request using form 4506-T.

- Visit irs.gov
- Under Tools, click on Get a transcript
- Click on “ [Get Transcript Online](#)”
- For first time users, click “get started” and follow instructions for creating an IRS.gov account
- Select “ Verification of Non-Filing Letter” and in the Tax Year field, select “2015”
- If Successful, you will be able to view PDF of your IRS verification of Non-filing letter that you can submit to the Financial Aid Office

In circumstances where one or both of the parents of dependent student or the spouse of an independent student does not have a Social Security Number, an Individual Taxpayer identification Number, or an Employer Identification Number and therefore is unable to obtain a verification of non-filing from the IRS, the non-filer must submit:

- 2017-2018 Income Statement Form; and
- A Signed and dated statement
- Certifying that the individual (S) does not have a Social Security Number, an Employer Identification Number

Please note that a Verification of Non-filing Letter from the IRS provides proof that the IRS has no record of a filed form 1040, 1040 A, or 1040 EZ for the year you or your parent requested. It does not indicate whether you or your parent were *required* to file return for that year.