

Instructions for Verifying Non-Tax Filer Status for 2016

Dependent students may indicate on the Dependent Verification Worksheet, Section 2, Item B that they did not and were not required to file taxes for the 2016 tax year. Students who had wages but were not required to file a federal tax return must provide copies of all 2016 W2 forms. Students may download a 2018-2019 Dependent Verification worksheet [here](#).

Independent students and parents of dependent students who were non-tax filers for the 2016 federal tax year, must obtain a “Verification of Non-Filing Letter” directly from the Internal Revenue Service.

Please note: Obtaining this “Verification of Non-Filing Letter” is **only required** for INDEPENDENT Students and Parents of DEPENDENT students who did not file taxes for the 2016 tax year).

For individuals who did not file a tax return with the IRS, complete the IRS Form 4506-T to request a copy of your 2016 IRS Non-Filing Letter. You may find the IRS Form 4506-T at:

[ISR Form 4506-T](#)

- > 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.

- > Line 7: Select the check box 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.

Mail or fax the completed IRS Form 4506-T to the address or fax number provided on page 2 of the IRS Form 4506-T. If the IRS Form 4506-T information is successfully validated, you can expect to receive a paper IRS Verification of Non-Filing letter at the address provided on your request within 10 -15 days.