

Instructions for Verifying Non-Tax Filer Status for 2017

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 2017 tax year. Students who had wages but were not required to file a federal tax return must provide copies of all 2017 W2 forms. Students may download a 2019-2020 Dependent Verification worksheet at www.converse.edu/financialplanning.

INDEPENDENT students and PARENTS OF DEPENDENT students who were non-tax filers for the 2017 federal tax year, must obtain a “Verification of Non-Filing Letter” directly from the Internal Revenue Service.

Please note: Obtaining a “Verification of Non-Filing Letter” is only required for INDEPENDENT Students and PARENTS OF DEPENDENT students who did not file taxes for the 2017 tax year.

To obtain a “Verification of Non-Filing Letter,” complete the IRS 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 12/31/2017.
- > 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. **Once received, please submit the form to the Financial Planning Office, including your name and Converse ID number on the form. If we receive the Non-Filing letter without your name and Converse ID number, our office will not be able to verify your information for Financial Aid.**