

IRS VERIFICATION OF NON-FILING LETTER HELP SHEET

Why is this document required?

If your financial aid award is selected for a process called verification, and you and/or your parent(s) did not file taxes for the 2018 tax year, the Department of Education requires you to submit an IRS transcript titled *Verification of Non-Filing Letter* to your educational institution.

This document provides proof that the IRS has no record of a filed Form 1040, 1040A or 1040EZ for the tax year you requested. It does not indicate whether you were required to file a return for that year.

How do I obtain the IRS Verification of Non-Filing Letter for submission?

There are two options available for obtaining the IRS *Verification of Non-Filing Letter*:

1. **ONLINE** at <https://www.irs.gov/individuals/get-transcript>, if you have verifiable credit history.
 - Click “Get Transcript Online” Under “Request Online”
 - Follow the instructions to verify your identity if you haven’t used this service before.
 - As you proceed through the screens, a confirmation code will be sent to your email address. You will need that code to enter the next screen.
 - Once you have entered your one identifier for financial data verification (for example, you must provide at least one of the following, mortgage information, credit card information, student loan account number etc.), you will be asked to enter your mobile phone number. You will be sent a confirmation code by text.
 - Next will then be prompted to Create Your User Profile.
 - Once you’ve created your user profile, you will be prompted to select the reason the transcript is needed. Please select Higher Ed/Student Aid. You can leave the Customer File Number Blank. Next select the tax year that the financial aid office is requesting.
 - If successfully validated, you will be able to view and print your IRS Verification of Non-filing letter. The non-filer must sign and submit the IRS verification of non-filing letter to CSI. Please include the student’s CSI ID number on the form.
 - If you are unable to view, print, or download your document online, you will have to request the *Verification of Non-Filing Letter* by phone. See page 2.

2. **PHONE** the IRS Help Line at 1-800-908-9946

Follow the prompts to request the *IRS Verification of Non-Filing Letter*.

- Tax 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 the year the Financial Aid Office is requesting.
- Is 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.
- The non-filer must sign and submit the IRS verification of non-filing letter to CSI. Please include the student’s CSI ID number on the form.

Special Cases Involving IRS Verification of Non-filing Letters

Form 13873-V and 13873-T

IRS Forms 13873-V and 13873-T satisfy this requirement and can be accepted by the Aid Office, provided that the document clearly states that the form was provided as verification of non-filing or that the IRS has no record of a tax return.

Tax Filers Who Have Received an Extension

The IRS Verification of Non-filing Letter will also be required for any tax filer who has received a tax extension but still has not filed his or her income tax return.

Individuals Who Are Unable to Obtain an IRS Verification of Non-Filing Letter

If your parent(s) or your spouse (if applicable), are unable to obtain an IRS Verification of Non-filing Letter because they do not have a Social Security Number, Employee Identification Number, or Taxpayer Identification Number, they must submit the following information to CSI:

1. A signed and dated statement certifying that the individual(s) does not have a Social Security Number, an Individual Taxpayer Identification Number, or an Employer Identification Number; and listing the sources and amounts of earnings, other income, and resources that supported the individual(s) for the appropriate tax year; and,
2. If applicable, a copy of IRS Form W-2 or an equivalent document for each source of employment income received for the tax year being requested by the Financial Aid Office. Include the student’s name and CSI Student ID on all pages submitted.

Note: Individuals who submit W-2s that total a gross income that equals or exceeds the IRS tax filing threshold must request a Social Security Number, an Individual Taxpayer Identification Number, or an Employer Identification Number and file an income tax return before the student is eligible to receive Title IV aid.

Individuals Who Are Subject to a Foreign Tax Authority (e.g. Foreign Citizens)

If the individual’s foreign tax authority provides documentation similar to the IRS that indicates the individual did not file taxes for the appropriate tax year, the individual should request that documentation and submit it to CSI, making sure to list the student’s name and CSI Student ID on all pages submitted.

If such documentation does not exist with the foreign tax authority, or if the individual is unable to obtain the documentation, the individual must provide to the CSI Financial Aid Office a signed and dated statement, explaining the reason that they were unable to obtain documentation of their non-tax filing status, making sure to list the student’s name and CSI Student ID on all pages submitted to the financial aid office.