



# 2018-19 Parent Non-Tax Filer Form

Return form to: Student Financial Services  
1825 N Bluemound Dr  
PO Box 2277  
Appleton, WI 54912-2277

Fax: 920-735-5763  
financialaid@fvtc.edu  
www.fvtc.edu/finaid  
Phone: 920-735-5650

Your 2018-19 FAFSA indicated your parent(s) did not file a 2016 federal tax return. Please fill out the following information completely.

Student Name \_\_\_\_\_ Student ID \_\_\_\_\_

Parent(s) Name on FAFSA \_\_\_\_\_

**Step ONE:** Provide an official IRS Verification of Non-filing Letter dated on or after October 1, 2017.

- **This form will be considered incomplete without the IRS document**, please see page 2 of this document for instructions on how to obtain official IRS verification of non-filing.

Attached:  Yes

**Step TWO: Select the box that applies to your situation:**

A.  Parent(s) was/were **not** employed, did **not** have income and *is/are not required* to file a 2016 Federal IRS Tax Return.

OR

B.  Parent(s) was/were employed and had income, but *is/are not required* to file a 2016 Federal IRS Tax Return. If you checked this box you need to:

- Complete the chart below: list all employer(s) and the amount earned in 2016.
- Attach copies of all 2016 W-2 and 1099 Forms.

Only if Box B above is checked complete the chart	Name of Employer	Amount Earned in 2016	2016 W-2 or 1099 Attached?
			<input type="checkbox"/> Yes
			<input type="checkbox"/> Yes
			<input type="checkbox"/> Yes

\*If more space is required, attach a separate page.

Note: If you lost or never received a W-2, contact your employer to request a copy.

## Signature

By signing this document, I certify that the information reported is complete and correct. If I purposely provide false or misleading information, I may be fined, sentenced to jail, or both. Additional information may be requested if further clarification is necessary, or to resolve conflicting information. At least one parent must sign and date.

\_\_\_\_\_  
Parent 1 Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent 2 Signature (if applicable)

\_\_\_\_\_  
Date

**ELECTRONIC SIGNATURES NOT ACCEPTED**

# How to Request an IRS Verification of Non-filing Letter

## **What is an IRS Verification of Non-filing Letter?**

An IRS Verification of Non-filing Letter provides proof that the IRS has no record of a filed Form 1040, 1040A or 1040EZ for the year you requested.

Non Tax filers can request an IRS Verification of Non-filing of their 2016 tax return status, free of charge, from the IRS in one of two ways:

**Online** at [www.irs.gov](http://www.irs.gov). NOTE: This is typically not available if you have never filed taxes in prior years. If this is the case, please use the paper request process detailed below.

- Click on "**GET MY TAX RECORD**"
- Click "**Get Transcript ONLINE**" (If at any point, you cannot validate your identity – for example, you cannot provide financial verification information or you lack access to a mobile phone – you may use Get Transcript by **MAIL** option).
- Follow instructions for creating an account or log in.
- Select "**Verification of Non-filing Letter**" and in the Tax Year field, select "**2016**".
- If you choose the by **MAIL** option, the address you enter must match the address already on file with the IRS exactly. It is typically the address on your most recent tax return.
  - How to fix address matching problems when ordering online:
    - The address entered must match the address already in file with the IRS exactly.
    - Spelling out the word "street" rather than using the abbreviation "st" can be enough to cause an error.
    - Addresses in the IRS system are auto-corrected through a post office program and may not match what you put on your tax return. Go to [www.usps.com](http://www.usps.com), click on "Quick Tools," then "Look Up Zip Code" to get the standardized version of your address.

**Paper Request Form 4506-T** by downloading IRS Form 4506-T at [www.irs.gov/pub/irs-pdf/f4506t.pdf](http://www.irs.gov/pub/irs-pdf/f4506t.pdf).

- Complete lines 1 – 4, following the instructions on page 2 of the form.
- Line 5 provides non-filers with the option to have their IRS Verification of Non-filing Letter mailed directly to a third party by the IRS. **DO NOT** have your IRS Verification of Non-filing Letter sent directly to FVTC.
- Line 6: Enter tax form number **1040**.
- Line 7: Select the checkbox 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. Only one signature is required when requesting a joint IRS Verification of Non-filing Letter.
- Mail or fax the completed form to the address (or FAX number) provided on page 2 of Form 4506-T.
- If the 4506-T information is successfully validated, tax filers can expect to receive a paper IRS Verification of Non-filing Letter at the address provided on their request within 5 to 10 days.

**In some instances, the IRS may provide the tax filer with an IRS Form 13873. Any version of IRS Form 13873 that clearly states the form is provided to the individual as verification of non-filing or states the IRS has no record of a tax return is acceptable documentation of non-filing.**

If you have any issues in obtaining an IRS Verification of Non-filing Letter (issues with name, address, etc.), please contact the IRS.gov Website Help Desk at 1-800-876-1715, Monday-Friday 7am-7pm (Central Time) or review **Get-Transcript FAQs**, <http://www.irs.gov/Individuals/Get-Transcript-FAQs>.