

## 2020-2021 Student's Spouse Nontax Filer's Form

Fill out completely and return to the Student Services Center

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

 Student ID: **N 00** \_\_\_\_\_

Spouse Name \_\_\_\_\_

The instructions and certifications below apply to the student's spouse, **if the student is now married, and was married after 2018**. Complete this form if the spouse did not file and was not required to file a 2018 income tax return with the IRS. **This form will be considered incomplete and will be returned to you if any items are left blank, missing items (W2s, IRS letter), or the form is completed with all zeros, and will delay processing of your financial aid award.**

**A.** Provide documentation from the IRS that indicates a 2018 IRS income tax return was not filed with the IRS. You must obtain a confirmation of non-filing letter directly from the IRS by completing the enclosed 4506-T form. **Return the completed 4506-T form directly to the IRS by mail or by fax.** Most requests will be processed by the IRS within 10 business days. **See reverse side of this form for detailed instructions to complete the IRS 4506-T form.**

**\*\*The confirmation of non-filing letter from the IRS must be attached with this form.\*\***

**B.** List all sources of earned and untaxed income and benefits that you (student's spouse) received in 2018.

**BE SURE TO LIST TOTAL YEAR AMOUNTS NOT MONTHLY.**

	<b>2018 Total Year Amount</b>
Spouse's Income Earned From Work ( <b>Must attach all W2s from all employers</b> ) (Employer's name) _____	\$ _____
Welfare/Wisconsin Works (W-2) Benefits/TANF	\$ _____
Child Support (Include Disregard Payment if on Wisconsin Works (W-2))	\$ _____
Earned Income Credit	\$ _____
Social Security	\$ _____
Supplemental Security Income (SSI)	\$ _____
Unemployment Compensation	\$ _____
Untaxed Capital Gains/Dividends	\$ _____

**Other Untaxed Income and/or Earnings (if you indicated all zeros in the items above, please indicate how you lived/paid bills during 2018)**

 \_\_\_\_\_  
 \_\_\_\_\_

I hereby certify that no income tax return has been or is required to be filed for the 2018 calendar year and that **all** 2018 income and benefits are reported in this statement.

 \_\_\_\_\_  
 Student's Signature

 \_\_\_\_\_  
 Date

 \_\_\_\_\_  
 Spouse's Signature

 \_\_\_\_\_  
 Date

## Instructions: How to Request 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 for the year you requested.

#### Request Online:

- Go to <https://www.irs.gov/individuals/get-transcript>
- Review the information that you will need to create an account
- Click on "Get Transcript Online"
- Create an account
- Request the Verification of Nonfiling for the 2018 tax year

#### Request by Mail:

- Go to <https://www.irs.gov/individuals/get-transcript>
- Review the information that you will need to request the document
- Click on "Get Transcript by Mail"
- Enter the information requested
- Request the Verification of Nonfiling for the 2018 tax year

### Complete the Paper Request Form – IRS Form 4506-T

- Complete lines 1 – 4, following the instructions on page 2 of the form.
- Line 7: Select the checkbox on the right hand side for Verification of Non-filing.
- Line 9: Year or period requested field, enter "12/31/2018".
- 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 IRS Form 4506-T 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.
- **Submit a copy** of the IRS Verification of Non-filing Letter, if requested, to Moraine Park Student Services; make sure to include the student's name and Student ID (N Number) on the letter.

If you have problems, the IRS.gov Website Help Desk can be reached toll-free at 1-800-876-1715, Monday - Friday 8:00 a.m. - 8:00 p.m. (Eastern Time).