

## 2018-2019 Independent Student Nontax Filer's Form

Fill out completely and return to the Student Services Center

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

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

The instructions and certifications below apply to the student and spouse, if the student is married. Complete this form if the student and spouse did not file and were not required to file a 2016 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 2016 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 (and/or your spouse) received in 2016. **BE SURE TO LIST TOTAL YEAR AMOUNTS NOT MONTHLY.**

	2016 Total Year Amount
Student Income Earned From Work <b>(Must attach all W2s from all employers)</b> (Employer's name) _____	\$ _____
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 2016)**

\_\_\_\_\_

\_\_\_\_\_

I (We) hereby certify that no income tax return has been or is required to be filed for the 2016 calendar year and that **all** 2016 income and benefits are reported in this statement.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse's Signature (optional)

\_\_\_\_\_  
Date

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## 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, 1040A or 1040EZ for the year you requested.

Complete the Paper Request Form-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. Use the address currently on file with the IRS.
- 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 Moraine Park.**
- 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 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 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).