

## 2020-2021 IRS Verification of Non-Filing Letter Instructions

In 2016, new Federal Regulations were passed that will require some students and their parent or spouse (if applicable) to submit proof that they **did not file** a U.S. Individual Income Tax Return with the Internal Revenue Service (IRS) for the 2018 tax year (January 1 – December 31, 2018).

If the your student financial aid portal you see that you need to provide a “Verification of Non-Filing Letter” for you and/or your spouse/parent’s (if applicable).

### Request Verification of Non-Filing Letter using one of the following options:

- A. Use the IRS “[Get Transcript Online](#)” option. **Note:** to use this service, you need: (1) your SSN, date of birth, filing status and mailing address from latest tax return, (2) access to your email account, (3) your personal account number from a credit card, mortgage, home equity loan, home equity line of credit or car loan, and (4) a mobile phone with **your name** on the account.

*If you do not have **all** of the information listed above, you will not be able to use this service. Note: The IRS systems will not allow you to request this letter through any of their other request methods, including their 800 number or their “Get Transcript by Mail” option.*

*As a result, you must follow the instructions for Option B.*

- B. If you are unable to use Option A, please go to the IRS website at <https://www.irs.gov/> and click on Search Forms & Instructions. On this page click to select [Form 4506-T](#) and follow the instructions on the form. IRS Verification of Non-Filing Letters can be requested by checking box 7 and 8 (if no W-2s provided) on IRS [Form 4506-T](#). **Notice:** 2017 IRS Verification of Non-Filing Letters must be dated *on or after* October 1, 2018. A separate form must be completed for each individual that needs to provide an IRS Verification of Non-Filing Letter.

**NOTE: THIS DOCUMENT MUST BE DATED ON OR AFTER OCTOBER 1, 2019.**

### After you receive your Verification of Non-Filing Letter from the IRS:

- 1) Make sure that the document you received includes your SSN or ITIN number.
- 2) Make a copy of the letter to retain for your records.
- 3) Write the **student’s name** and **MPC ID #** on the IRS Verification of Non-Filing Letter.
- 4) Submit the Verification of Non-Filing Letter to Monterey Peninsula College’s Financial Aid Office.