



Office of Financial Aid

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IRS Verification of Non-Filing Letter Instructions

Independent students and parents of dependent students who are non-tax Filers must submit a “**Verification of Non-Filing Letter**” from the IRS. This letter can be requested free of charge in one of three ways.

For Individuals who have filed a tax return with the IRS ANYTIME in the past:

- **Online:** If the non-filer has their own credit card, auto loan, mortgage, home equity loan or line of credit, they can request a transcript online. Be sure to have at least one of these account numbers with you when making the request.
 - Go to www.irs.gov
 - Click *Get Your Tax Record*
 - Click *Get Transcript Online*
 - Either create an account or log in
 - Follow the prompts until you get to the “Get Transcript” page
 - Select *Verification of Non-filing Letter* for **2017**
 - If successfully validated, you will be able to view your IRS Verification of Non-filing Letter.
 - Print and submit this letter to our office.

For Individuals who have NEVER filed a tax return with the IRS:

- **Request Form by Mail or Fax**
 - Download IRS Form 4506-T at <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>
 - 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. Keep this blank, **do not** have your IRS Verification of Non-filing Letter sent directly to QCC.
 - Line 7: Select the checkbox on the righthand side for Verification of Non-filing.
 - Line 9: Year or period requested field, enter "12/31/2017".
 - 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, you can expect to receive a paper IRS Verification of Non-filing Letter at the address provided on their request within 5 to 10 days.