



## Non-Filing Letter 2017-2018

\_\_\_\_\_  
Student Name (Please Print)

\_\_\_\_\_  
Bear Number

\_\_\_\_\_  
Name of Person on the Non-filing Letter (Please Print)

\_\_\_\_\_  
Relationship to student

Beginning with the 2017-2018 year, verification of Non-filing of a 2015 Federal Tax Return is required when the FAFSA indicates that a return will not be filed for the student, spouse or any parent who is providing information. The response to this question is #32 and/or #80. Since the deadline for filing a 2015 Tax Return has passed, verification of Non-filing as reported is required to prove that the IRS has no return on file. Multiple versions of this form may be required to satisfy the requirement (student, both or a single parent and possibly a spouse). Use one form for each Non-filer in the household (student, spouse and/or possible two parents). **The IRS Non-Filing letter can be printed (online version) or sent to you via mail from the IRS (United States Treasury letterhead).**

The IRS Non-filing Letter can be obtained in two ways:

1. Use the [IRS Get Transcript ONLINE](https://www.irs.gov/individuals/get-transcript) service (<https://www.irs.gov/individuals/get-transcript>) Click the Get Transcript ONLINE box and follow the instructions. Identity will need to be confirmed by providing (at no cost) some demographic information, access to an email account, personal account information from a credit card or loan and a personal mobile phone number. The option to obtain the Non-filing letter should occur once you have entered all the data needed. If this does not work, please proceed to option 2.
2. Use [IRS Form 4506-T](https://www.irs.gov/uac/about-form-4506t), <https://www.irs.gov/uac/about-form-4506t>. Complete numbers 1 through 4. Check the Box on the right side of #7. In line number 9, enter the date of 12/31/2015. Sign and mail to the address as indicated on the form.

Once you obtain the IRS Non-filing letter, submit it and this form to the UNC Financial Aid Office. **Do not submit this form without an accompanying IRS letter!** If you worked, you also need to provide a copy of IRS Form W-2 for each source of income or some other Wage and Income Transcript.

### SIGNATURES

By signing below, I certify that I have not filed and am not required to file a 2015 Federal Income Tax Return.

\_\_\_\_\_  
Student, Spouse or Parent Signature

\_\_\_\_\_  
Date

"Fax this form to 970-351-3737 or scan the completed form with signatures and email back to [ofa@unco.edu](mailto:ofa@unco.edu)"