



Herkimer

THE STATE UNIVERSITY OF NEW YORK

2021-2022

IRS "Verification of Non-Filing Letter" Request Form Instructions

New federal regulations require as part of the verification process that independent students, spouses (if applicable), and parent(s) of dependent students provide proof of IRS non-filing. If they did not file an IRS Tax Return for 2019, they will need to submit an **IRS Verification of Non-filing** (for each non-filer).

OPTION 1

1. You will need to complete IRS Form 4506-T <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>
Complete lines 1-5
2. Line 7: Select the checkbox on the right hand side of Verification of Non-filing
3. Line 9: Year or period requested field, enter "12/31/2019"
4. Check Signatory Attest box, include phone number and sign and date the application
5. Send the application to:

Internal Revenue Service RAIVS Team
Stop 6705 S-2
Kansas City, MO 64999
or FAX: 855-821-0094

6. You can expect to receive the Non-filing Statement within 5-10 days. Please include your name and Herkimer Student ID on the form and submit to the Financial Aid Office.

Herkimer College
Financial Aid Office
100 Reservoir Road
Herkimer, NY 13350
FAX: 315-574-4035
E-mail: finaid@herkimer.edu

OPTION 2

If the non-filer has a credit card account, auto loan, mortgage, home equity loan or line of credit in their **own name**, use the much faster "Get Transcript Online" option at www.irs.gov/transcript. Any non-filer who does not have their own credit accounts or are unable to obtain the verification of non-filing on-line must complete the IRS 4506-T Form using Option 1 listed above.