2019-2020 Verification of Non-Filing Letter Form

Office of Scholarships and Financial Assistance
800 University Drive
Maryville, MO 64468
finaid@nwmissouri.edu
Office: 660-562-1363
Fax: 660-562-1674
Toll Free: 800-633-1175

Student Information

Last name _____ First name _____ Middle initial _____ Northwest 919 number _____

Address _____ City _____ State _____ ZIP _____ Phone Number _____

If you, your spouse, and/or your parent(s) did not file and were not required to file a 2017 federal income tax return, you are required to provide to our office confirmation of this by submitting a **Verification of Non-Filing Status Letter** that can be requested directly from the IRS.

If you worked and earned wages but were not required to file taxes, you must also submit all 2017 W-2 forms. If 2017 W-2's are unavailable you can request an **IRS Wage and Income Transcript** from the IRS.

This verification **MUST** be received for **EACH** non-filer and must be dated on or after **October 1, 2018**. To request a Verification of Non-Filing Status Letter and/or a Wage and Income Transcript from the IRS, follow the instructions below and complete the IRS form 4506-T and mail/fax to the IRS.

IRS 4506-T Form Instructions:

- Access the 4506-T form at irs.gov/pub/irs-pdf/f4506t.pdf
- Complete items 1-5b, including your student's 919# on item 5b to ensure our office can match the transcript received to the correct student record.
- To request a Verification of Non-Filing Letter, check the box adjacent to item 7. Non-filers who are unable to locate their 2017 W2/1099 forms can also check the box adjacent to item 8 to request a Wage and Income Transcript from the IRS in lieu of their W2/1099
- Enter 12/31/2017 on item 9
- Check the box indicating that the person completing the form has the authority to sign the Form 4506-T
- Print, sign and mail or fax the completed form to the applicable IRS location listed on page 2 of the 4506-T form.

☐ Student and/or student's spouse has obtained the Verification of Non-Filing Letter and letter(s) are submitted with this document.

☐ Parent 1 and/or Parent 2 has obtained the Verification of Non-Filing Letter and letter(s) are submitted with this document.

☐ Student/spouse/parent1/parent 2 has/have attempted to obtain the Verification of Non-Filing Letter and have been unable to do so. Please provide a summary of those efforts below.

If the student, spouse, and/or parent(s) did file a 2017 federal income tax return, you will need to make a correction to your FAFSA and submit IRS tax filing information. If you are unsure of your requirement for filing, please refer to the chart below.

Certification statement

By signing, I certify that all information reported is complete and accurate.

Student Signature (required) _____ Date _____ Parent 1 Signature (required for dependent students) _____ Date _____

Spouse Signature (if married) _____ Date _____ Parent 2 Signature (if applicable) _____ Date _____

Warning: If you purposely give false or misleading information, you may be fined, be sentenced to jail, or both