DEPAUW

2020-2021 Federal Verification
Parent Non-Tax Filer Statement Form

Student's Name _____ DePauw ID _____

The instructions and certifications below apply to each parent (including a step-parent) included in the household. Complete this section if the parent(s) will not file and are not required to file a 2018 Federal Income Tax Return with the Internal Revenue Service (IRS).

Check the box that applies:

- ❑ Neither parent was employed nor had any income earned from employment in 2018.
- ❑ One or both parents were employed in 2018 and have listed below the names of all employers, the amount earned from each employer in 2018, and whether an IRS W-2 form was provided. (Provide copies of all 2018 IRS W-2 forms issued to the parents by their employers). List every employer even if the employer did not issue an IRS W-2 form.

If more space is needed, provide a separate page with the student's name and ID number at the top.

Employer's Name	2018 Amount Earned	IRS W-2 Provided?

Note: We may require you to provide documentation from the IRS that indicates a 2018 Federal Income Tax Return was not filed with the IRS.

Each person signing this form certifies that the information reported on it is complete and correct. The student and one parent must sign and date. This form should be submitted directly to the Financial Aid Office using one of the contact methods listed at the bottom of the form.

_____ _____ _____ _____

Student's Signature *Date (mm/dd/yyyy)* *Parent's Signature* *Date (mm/dd/yyyy)*

WARNING: If you purposely give false or misleading information on this form, you may have a reduction or repayment of aid, be fined, or be sentenced to jail.

DePauw University
Financial Aid Office
P.O. Box 37
Greencastle, IN 46135-0037

Phone: 765.658.4030 | 800.447.2495
Fax: 765.658.4137
Email: financialaid@depauw.edu
Web: www.depauw.edu/admission/financial-aid

Requesting an IRS Verification of Non-Filing Letter

An IRS Verification of Non-Filing Letter provides proof that the IRS has no record of a filed Form 1040, 1040A or 1040EZ for the year you requested. Non Tax filers can request an IRS Verification of Non-filing of their 2016 tax return status, free of charge, from the IRS in one of four ways:

Online Request

- Go to: https://www.irs.gov.
- Click "**Get Your Tax Record**."
- Click "**Get Transcript Online**." (If at any point, you cannot validate your identity – for example, you cannot provide financial verification information or you lack access to a mobile phone – you may use "**Get Transcript by Mail**" instructions below.)
- First-time users must submit their name and email address to receive a confirmation code; then enter the emailed confirmation code; then provide the Non-Filer's Social Security Number (SSN), date of birth, filing status, and address on the last filed tax return; then provide some financial account information associated with your name for verification (i.e. last eight digits of a credit card, car loan account number, or home mortgage loan account number); then enter your mobile phone number associated with your name to receive a activation code via text message; then enter the activation code; create a username and password, site phrase and site image.
- Click "**Continue**."
- Select the reason you are requesting an online transcript from the drop down menu.
- A listing of transcript types and years should be available. Select "**Verification of Non-Filing Letter**" and Tax Year "**2018**."
- If successfully validated, you will be able to view your IRS Verification of Non-Filing Letter.

Online Mail Request

- Go to: https://www.irs.gov.
- Click "**Get Your Tax Record**."
- Click "**Get Transcript by Mail**." Enter the Non-Filer's Social Security Number (SSN), date of birth, street address, and zip or postal code.
- Click "**Continue**."
- From the drop down menu, select "**Verification of Non-Filing Letter**" and Tax Year "**2018**."
- If successfully validated, Non-Filers can expect to receive a paper IRS Verification of Non-Filing Letter at the address included in their online request within 5-10 calendar days.

Telephone Request

- Call the IRS at: **1-800-908-9946**.
- Follow the prompts which include entering your social security number and the numbers in their street address. Generally, this will be the numbers of the street address that was listed on the latest tax return filed.
- Select the appropriate option to request an "**IRS Verification of Non-Filing Letter**" and then enter Tax Year "**2018**."
- If successfully validated, Non-Filers can expect to receive a paper IRS Verification of Non-Filing Letter at the address provided in their telephone request within 5-10 calendar days.
- An IRS Verification of Non-Filing Letter requested by telephone cannot be sent directly to a third party by the IRS.

Paper Request – IRS Form 4506-T

- 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.
- 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. **DO NOT** have your IRS Verification of Non-Filing Letter sent directly to DePauw.
- Line 7: Select the checkbox on the right hand side for Verification of Non-filing.
- Line 9: For the "**Year or period requested**" field, enter "**12/31/2018**."
- 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 based upon where you live.
- If the 4506-T information is successfully submitted, tax filers should allow for 30 calendar days for delivery by mail.