

Verification of Non-Filing: Instructions for 4506-T

Please read and follow these instructions for the 4506-T form. To complete your financial aid verification, it is imperative that this form is completed and mailed to the IRS in a timely manner.

- 1) Please complete the top section (Questions 1a, 1b, 2a, 2b, 3, and 4 as applicable) using the name and information for the person/s (as applicable) who was **not required to file taxes.**
- 2) Make sure that the box for question 7 is checked.
- 3) Make sure the date 12/31/2017 is printed in question 9.
- 4) Read the "Signature of taxpayer" section. In the highlighted area below this section, **check the box** for, Signatory attests...
- 5) **Sign on Signature line and date (as applicable).**
- 6) **Please do not send the 4506-T form to New River.** The 4506-T form must be mailed or faxed to the highlighted fax number/address on the back of the form.
- 7) Once the IRS receives your request, they will mail the Verification of Non-filing to the address you listed on #3 of the 4506-T.
- 8) **When you receive the Verification of Non-filing from the IRS, please submit it to New River's Office of Financial Aid.**

What is Verification of Non-filing? This is a confirmation document that taxes were not filed and is a requirement of the Department of Education for Financial Aid verification purposes.

Please note: Your aid cannot be processed until the Verification of Non-filing from the IRS has been received by New River's Office of Financial Aid.