

## Income Tax Non-Filer Verification Form – Independent Student

\_\_\_\_\_ XXX-XX-\_\_\_\_\_

Student's Full Name Last 4 Digits of SSN # LMC Student ID #

Complete **BOTH STEPS 1 and 2** if you, (and/or your spouse, if married) *will not file and are not required to file a 2016 income tax return with the IRS.*

**STEP 1:** Request a **Verification of Nonfiling Letter** from the IRS and submit to the Financial Aid Office by using one of the two options below:

- Option 1: You may request your **Verification of Nonfiling Letter** online by visiting [www.irs.gov](http://www.irs.gov) and selecting "Get My Tax Record", and then "Get Transcript Online". *Not everyone is eligible for this option so if it does not work for you, you must use Option 2.*
- Option 2: Visit [www.irs.gov/form4506t](http://www.irs.gov/form4506t) and complete an **IRS Form 4506-T** to request a **Verification of Nonfiling Letter**. Complete these required fields: **#1 - 4, check box #7** "Verification of Nonfiling", enter in **#9** the date **12/31/2016**, then **PRINT, SIGN and MAIL to the IRS**. See the instructions page for address. Please allow 5-10 calendar days for processing.

**STEP 2: CHECK THE BOX THAT APPLIES:**

- Neither the student (nor spouse, if married) was employed nor had income earned from work in 2016.
- The student (and/or spouse, if married) were employed in 2016 and have listed below the names of all employers, whether an IRS W-2 form is provided, and the amount earned from each employer in 2016.

*\*Provide copies of all 2016 IRS W-2 forms issued to the parents by their employers; every employer must be listed even if the employer did not issue an IRS W-2 form.*

Name	Employer's Name <i>(Example) ABC's Auto Body Shop</i>	IRS W-2 Provided? Yes/ No	Annual Amount Earned in 2016

**CERTIFICATION AND SIGNATURE:** *By signing this form, you are certifying that the information is accurate and complete.*

\_\_\_\_\_  
 Student Signature \_\_\_\_\_  
Date