



## 2021-2022 Student Tax Non-Filer Statement Form

Student's Name \_\_\_\_\_ Student ID# \_\_\_\_\_

Spouse's Name \_\_\_\_\_ Spouse's ID# \_\_\_\_\_  
(If applicable) (If attending Manhattanville College)

### Complete this form only if the student and/or spouse was not required to file a 2019 Federal Tax Return.

Select which individual this form applies to:

Student  Spouse  Both

Check One:

- The student and/or spouse was not employed and had no income earned from work in 2019.
- The student and/or spouse was employed in 2019 but did not earn enough income requiring a Federal Tax Return to be filed. Parents must list out each employer and the amount earned using the table below. Copies of all parent(s) W-2's issued in 2019 must also be included with this form.

Employer's Name	2019 Amount Earned	2019 W-2 Issued Y/N
	\$	Yes <input type="checkbox"/> No <input type="checkbox"/>
	\$	Yes <input type="checkbox"/> No <input type="checkbox"/>
	\$	Yes <input type="checkbox"/> No <input type="checkbox"/>
	\$	Yes <input type="checkbox"/> No <input type="checkbox"/>
	\$	Yes <input type="checkbox"/> No <input type="checkbox"/>
	\$	Yes <input type="checkbox"/> No <input type="checkbox"/>

- By checking this box, I certify that an attempt was made to obtain a Verification of Non-Filing Letter directly from the IRS, but the attempt was unsuccessful in securing the requested document. I also certify that a 2019 Federal Tax Return was not filed, nor required to be filed.

### Signature

By signing this worksheet, I certify that all the information reported is complete and correct. I understand if I purposely give false or misleading information on this worksheet, I may be fined, sent to prison or both. I am also granting the Financial Aid Office permission to update the FAFSA through the Federal Student Aid online correction tool to match the values found on this and other verification documents I have or will provide.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse's Signature (If applicable)

\_\_\_\_\_  
Date

## How to Request IRS Verification of Non-filing Letter, 2021-2022

### What is an IRS Verification of Non-filing Letter?

An IRS Verification of Non-filing Letter provides proof that the IRS has no record of filed Form 1040, 1040A or 1040EZ for the year you requested. Non-tax filers can request an IRS Verification of Non-filing of their 2019 tax return status, free of charge, from the IRS.

### Online Request - Available at [irs.gov](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, see below)
- Enter the non-filer’s social security number, email address, filing status, account numbers for loan or credit card associated with your name, and mobile phone associated with your name.
- Click “Continue”
- Select “**Verification of Non-filing Letter**” and in the Tax Year field, select “**2019**”.
- If successfully validated, you will be able to view and print your IRS Verification of Non-filing Letter.
- Submit the IRS Verification of Non-filing Letter to Manhattanville College.

### Paper Request Form - IRS Form 4506-T

Download IRS Form 4506-T at [irs.gov/pub/irs-pdf/f4506t.pdf](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. Use the address currently on file with the IRS.
- Line 7: Select the checkbox on the right-hand side for Verification of Non-filing.
- Line 9: Year or period requested field, enter “12/31/2019”.
- 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.
- If the 4506-T information is successfully validated, tax filers can expect to receive a paper IRS Verification of Non-filing Letter at the address provided on their request within 10 business days.
- Sign and submit the IRS Verification of Non-filing Letter to Manhattanville College.