University of the Incarnate Word Office of Financial Assistance Verification of Non-Filing Instructions

4301 Broadway, Box 308 San Antonio, TX 78209 Phone: (210) 829-6008 Fax: (210) 283-5053

Your 2018-2019 FAFSA application was selected for the verification process, and either the student/spouse and/or parent indicated they did <u>not</u> file a 2016 tax return. To verify the student/spouse and/or parent's "non-filing status," please request a Verification of Non-filing letter from the IRS following the instructions below and submit the letter to the Office of Financial Assistance. Be sure to include your student ID on the letter when submitting it to our office.

Request a Verification of Non-Filing letter from the IRS

- 1. Complete the attached IRS Form 4506T-EZ (also available at http://www.uiw.edu/finaid/forms.html, or at www.irs.gov)
- 2. Fill in items 1-4, and check Box 7.
- 3. Enter "12/31/2016" in Box 9, sign and date the form.
- 4. Mail or fax the completed form to the address/number indicated in the instruction sheets.
 - * **Do not** list the Office of Financial Assistance address as a 3rd party to have the transcript sent directly to us, as we may be unable to match up your information, which will delay your aid.

If the non-filer worked in 2016, they must also submit copies of all sources of income (W-2s, 1099s, etc.)

Note: Form 4506-T begins on the next page.

Kansas City and Austin Fax Numbers for Filing Form 4506-T Have Changed

4506-T

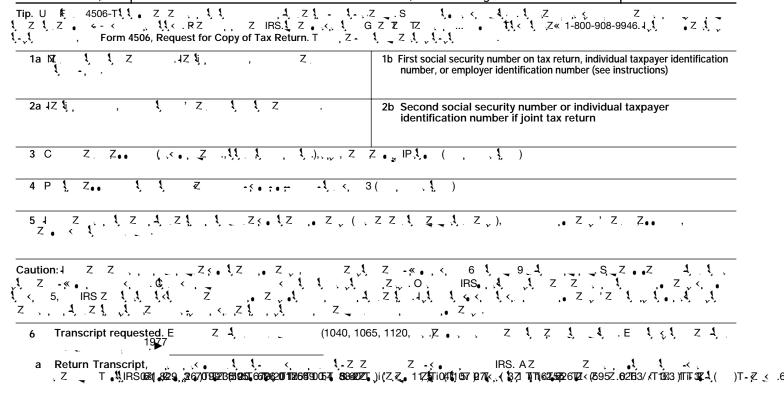
Request for Transcript of Tax Return

▶ Do not sign this form unless all applicable lines have been completed.

▶ Request may be rejected if the form is incomplete or illegible.

► For more information about Form 4506-T, visit www.irs.gov/form4506t.

OMB N . 1545-1872



₱ 4506-T (R . 9-2015)

Future Developments

General Instructions

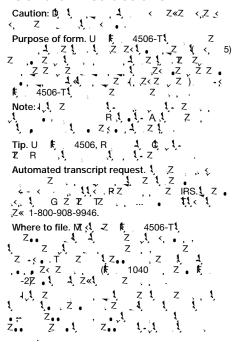


Chart for individual transcripts (Form 1040 series and Form W-2 and Form 1099)

If you filed an individual return

Mail or fax to:

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and lived in:
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559-456-7227
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Z , MZ Z , MZ Z
       ,D \not\in Z ,
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                  RAI STZ
M, I, N HZ.
N J , N
                  S 6705 P-6
   ℝ Z C, , MO 64999
  816-292-6102
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Chart for all other transcripts

If you lived in or your business was in:

Mail or fax to:

