

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 ***not*** 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

T Z 4506-T , IRS, Z C, Z • A ,
Z , Z

Kansas City: T Z **855-821-0094.** T Z
816-292-6102, Z

Austin: T Z **855-587-9604.** T Z
512-460-227Z • 737-800-476Z

4506-T

Request for Transcript of Tax Return

(R.S. 2015)
D.Z. TZ
I.Z.R. S

- ▶ 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 No. 1545-1872

Tip: Use Form 4506-T to request a transcript of your tax return. For more information, visit www.irs.gov/form4506t or call 1-800-908-9946.

1a <input checked="" type="checkbox"/> First social security number on tax return, individual taxpayer identification number, or employer identification number (see instructions)	1b First social security number on tax return, individual taxpayer identification number, or employer identification number (see instructions)
2a <input type="checkbox"/> Second social security number or individual taxpayer identification number if joint tax return	2b Second social security number or individual taxpayer identification number if joint tax return
3 <input type="checkbox"/> Third social security number or individual taxpayer identification number if joint tax return	3 Third social security number or individual taxpayer identification number if joint tax return
4 <input type="checkbox"/> Fourth social security number or individual taxpayer identification number if joint tax return	4 Fourth social security number or individual taxpayer identification number if joint tax return
5 <input type="checkbox"/> Fifth social security number or individual taxpayer identification number if joint tax return	5 Fifth social security number or individual taxpayer identification number if joint tax return

Caution: Do not check this box unless you are requesting a transcript of a tax return for a year other than the current year. If you check this box, you must provide the tax year for which you are requesting the transcript in line 6.

6 Transcript requested for tax year (1040, 1065, 1120, etc.)	6 Transcript requested for tax year (1040, 1065, 1120, etc.)
a Return Transcript	a Return Transcript

