

2023-2024 IRS Non-Filing Statement

Federal regulations require that individuals who indicated they did not file 2021 taxes must submit proof that they did not file an IRS tax return for 2021. If you are an A) independent student, B) dependent student's parent(s) or C) student's spouse who did not file 2021 taxes you must submit an IRS Verification of Non-Filing Letter to our office as proof.

Please follow these instructions to request a Verification of Non-Filing Letter from the IRS:

- 1) Each individual (student, parent, and/or spouse) must request their own separate Verification of Non-Filing Letter by using one of the following methods:
 - A) "Get Transcript Online" option at www.irs.gov/transcript OR
 - B) Print IRS form 4506-T from www.irs.gov/forms-instructions. Be sure to complete this form neatly and correctly then fax or mail to the IRS.

After completing options A or B, you will receive the Verification of Non-Filing Letter from the IRS in the mail. You cannot request a non-filing letter by calling the IRS.

After you receive your Verification of Non-Filing Letter from the IRS:

- 2) Check to make sure the document you received is correct. (Federal aid regulations prohibit us from accepting an IRS RAIVS (13873-V) document.)
- 3) Keep a copy for your own records.
- 4) Write the student's name and CGCC ID # on the top of IRS letter. (Please note: There is no identifiable information on this form. Unless you write your name and ID# at the top we will not know who it belongs to.)
- 5) Submit the Verification of Non-Filing Letter to the Financial Aid Office.