



## Parent Requesting an IRS Verification of Non-Filing Letter

An IRS Verification of Non-filing Letter provides proof that the IRS has no record of a filed Form 1040 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 by following the steps below:

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

IRS Form 4506-T is available on the SU forms page at [www.stevenson.edu](http://www.stevenson.edu) >>Click on “Admissions and Aid”>>then “Scholarships & Financial Aid”>>and then “Forms”.

OR

Download IRS Form 4506-T at <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>

- Complete lines 1 – 4 with the non-filers information, following the instructions on page 2 of the form.
- Line 5a: Leave this section blank; do not enter a third party address.
- Line 5b: Enter the student’s Stevenson University ID number.
- Line 6: Leave this section blank.
- Line 7: Select the checkbox on the right hand side for Verification of Non-filing.
- Line 8: Leave this section blank.
- 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.
- Be sure to review and check the box above the signature section.
- 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, you can expect to receive a paper IRS Verification of Non-filing Letter at the address provided on their request within 5 to 10 days.

Once you have received your Verification of Non-filing letter, attach it to your completed and signed 2021-2022 Parent Non-Tax Filer Statement and fax or mail both documents to the Stevenson University Financial Aid office.