



ST. FRANCIS COLLEGE

BROOKLYN HEIGHTS, NEW YORK

The Office of Financial Aid
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2019-2020 Non-Tax Filers Instructions

When filing the 2019-2020 Free Application for Federal Student Aid, you indicated that you will not file a 2017 federal tax return and were not required to file. If you (and your parent, if dependent) worked in 2017 but did not file a tax return with the IRS, please bring your (and your parent, if dependent) 2017 W-2 form(s) and a Verification of Non-Filing Letter from the IRS to the Financial Aid Office.

Please review the following instructions on how you can obtain confirmation of your non-tax filing status.

1. Obtain Form 4506-T from <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>
2. Complete:
 - Section 1 – Full Name and Social Security Number
 - Section 2- Current Name and Address
 - Section 7 – Verification of Non-filing
 - Section 9 – Year or period requested Enter “12/31/2017” to request a confirmation of non-tax filing for the 2017 tax year
3. Signature of taxpayer(s)
 - Read the attestation clause as written in this section
 - Indicate that you have read the attestation clause
 - Sign and date the form
 - Mail or fax the completed 4506-T form to the address provided on page 2 of the form.

If the information provided on the form is successfully validated by the IRS, the non-filer can expect to receive a Verification of Non-Filing Letter at the address provided on their request within 10 to 15 days.

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

- Write the student’s name and SFC ID Number on the IRS Verification of Non-Filing Letter.
- The non-filer should make a copy of the letter for their records.
- Submit the letter to the Financial Aid Office