



Federal regulations require that independent students, dependent student's parents and student's spouses who did not file 2016 taxes must submit proof that they did not file an IRS tax return for 2016.

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 option 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 includes your SSN or ITIN number. 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 HVCC ID # on the IRS letter.
- 5) Submit the Verification of Non-Filing Letter to the Financial Aid Office. See our contact information below.