



2019-2020 IRS Non-Filing Statement

STUDENT NAME:	STUDENT ID: H00
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Federal regulations require that independent students, dependent student's parents and student's spouses who did not file 2017 taxes must submit proof that they did not file an IRS tax return for 2017.

If, according to IRS regulation, the student/spouse and/or parent(s) were required to file a 2017 federal tax return but failed to do so, all financial aid processing will be delayed until the return is filed, processed by the IRS and appropriate documentation is submitted to the Financial Aid Office. Information regarding filing limits can be found online in the 2017 IRS Publication 17 online at www.irs.gov. (See page 7 for dependent students. See page 5 for independent students/parents.)

I, _____, did not file taxes for 2017 nor was I required to file taxes per IRS Regulations set forth in Publication 17.

I, _____, have attempted to obtain a Non-Filing Statement from the IRS but have been unable to obtain the required documentation due to the government shutdown. *(Instructions on reverse side – you must attempt to obtain a IRS Non-Filing Statement prior to signing and submitting this form to our office.)*

I am the student student's spouse students' parent

By signing this form I am hereby certifying the above statements to be true:

SIGNATURE	DATE
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Federal regulations require that individuals who indicated they did not file 2017 taxes must submit proof that they did not file an IRS tax return for 2017. If you are an A) independent student, B) dependent student's parent(s) or C) student's spouse who did not file 2017 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 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.
(Should you have difficulty obtaining this letter please see the reverse side of this form.)

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 HVCC 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. See our contact information below.