

IRS Non Filer Letter Instructions

For the 2021-2022 Financial Aid year if you are the parent of a dependent student or an independent student and did not file a **2019** federal tax return, you will be required to provide an IRS Verification of Non Filing Letter.

You can obtain a Verification of Non Filing Letter from the IRS by completing **IRS FORM 4506-T**.

Go to the webpage <https://www.irs.gov/pub/irs-pdf/f4506t.pdf> to print a copy of the form or call the IRS

IRS FORM 4506-T Instructions

- Complete Box 1-4 as directed on the form.
- Check Box 7 on the form.
- Box 9 should have a date of **12/31/2019**
- Sign and date the form.
- Mail the form to the address provided on Page 2 of the form.

Do not complete Box 5 on the form with Champlain College's information. The letter should be mailed directly to the person requesting the letter. Once the requester receives the IRS Non Filer Letter a copy can be submitted to the Office of Financial Aid. Please be sure to include the student ID on the letter prior to submission.

Non Filer Letters can be mailed, faxed, or emailed to the Office of Financial Aid

Mailing Address:

Champlain College
Attn: Office of Financial Aid
163 South Willard St
PO Box 670
Burlington, VT 05402

Fax: 802-860-2775

Email: compass@champlain.edu



WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.