Clark College Financial Aid Office

How to Obtain Verification of Non-Filing from the IRS

Independent Students, Spouses of Independent students, and Parents of Dependent students who did not file taxes in 2016, are required to submit Verification of Non-Filing from the IRS.

Please refer to the chart on the right if you are unsure if you need to provide Verification of Non-Filing from the IRS.



INDEPENDENT STUDENT/ SPOUSE

Independent students are required to provide a self-certifying statement form to verify non-filing, and verification of non-filing from the IRS.

Spouses of Independent students whom did not file are required to provide a self-certifying statement form to verify non-filing, and verification of non-filing from the IRS for their spouse's file.

DEPENDENT STUDENT / PARENT

Dependent students are required to provide a self-certifying statement form to verify non-filing, and **DO NOT** need verification of non-filing from the IRS.

Parents of Dependent students whom did not file are required to provide a self-certifying statement form to verify non-filing, and verification of non-filing from the IRS for their student's file.

There are THREE options to choose from to obtain 2016 Verification of Non-Filing from the IRS.

See Options and Instructions Following Below ■

OPTIONS	INSTRUCTIONS
1. Fill out form 4506-T "Request for Transcript of Tax Return" Link to fillable form 4506-T: https://www.irs.gov/pub/irs-pdf/f4506t.pdf Mail to as follows: Internal Service Revenue RAIVS Team P.O. Box 9941 Mail Stop 6734 Ogden, UT 84409	The IRS will send your Verification of Non-Filing to the address of your choice. The Form received from the IRS should state the following: "No record of return filed" or "No transcript filed". We cannot accept: "Could not be processed" or "Request could not be honored" NOTE: Line 7 – Verification of Non-Filing must be checked off in the right hand pane in order to fill out the 4506-T form properly. The year or period requested should be 01/01/2016 through 12/31/2016.
2. Request Transcript (Verification of Non-Filing) Online Link to 'Get Transcript Online': https://www.irs.gov/individuals/get-transcript What You Need To register and use this service, you need: SSN, date of birth, filing status, and mailing address from latest tax return access to your email account your personal account number from a credit card, mortgage, home equity loan, home equity line of credit or car loan a mobile phone with your name on the account What You Get All transcript types are available online View, print or download your transcript Username and password to return later	This request should allow you to view, print or download your Tax Transcript/ Verification of Non-Filing in real time. The Form received from the IRS should state the following: "No record of return filed" or "No transcript filed". We cannot accept: "Could not be processed" or "Request could not be honored" NOTE: The year or period requested should be 01/01/2016 through 12/31/2016.
3. Request Transcript (Verification of Non-Filing) by Mail Link to 'Get Transcript by Mail': https://www.irs.gov/individuals/get-transcript What You Need To use this service, you need your: SSN or Individual Tax Identification Number (ITIN) date of birth, and mailing address from your latest tax return What You Get Return or Account transcript types delivered by mail	The IRS will send your Tax Transcript/Verification of Non-Filing to the address they have on file for you and should arrive in 5 to 10 calendar days . The Form received from the IRS should state the following: "No record of return filed" or "No transcript filed". We cannot accept: "Could not be processed" or "Request could not be honored" NOTE: The year or period requested should be 01/01/2016 through 12/31/2016.

Clark College does not discriminate on the basis of race, color, national origin, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veteran or military status, or use of a trained guide dog or service animal in its programs and activities, in accordance with state and federal laws. The responsibility for and the protection of this commitment extends to students, faculty, administration, staff, contractors and those who develop or participate in college programs. It encompasses every aspect of employment and every student and community activity. The following person has been designated to handle inquiries regarding non-discrimination policies: Associate Vice President of Diversity, Equity, and Inclusion, Gaiser Hall, 360-992-2757, or 360-991-0901 (video phone).