

## Directions for 2018 IRS Non-Tax Filer Verification

**Office of Student Financial Aid**  
University of Illinois at Urbana-Champaign  
620 East John Street – MC 303  
Champaign, IL 61820-5712  
Fax (217) 265-5516 Phone (217) 333-0100

**IMPORTANT:** Please print student's name and UIN on the Verification of Nonfiling Letter submitted to our office.

Confirmation of nonfiling must be obtained from the IRS or another taxing authority for an individual who did not file a 2018 US or Foreign Tax Return. Individuals must submit a 2018 Verification of Nonfiling Letter from the IRS. Below, please see the methods for submitting this information to our office. Similar confirmation is also acceptable from another taxing authority (e.g., a foreign government or U.S. territory).

### **Non-Tax Filer Method #1) Request a Verification of Nonfiling Letter ONLINE**

- It is available on the IRS website at [www.irs.gov/Individuals/Get-Transcript](http://www.irs.gov/Individuals/Get-Transcript).
- Click "Get Transcript ONLINE" and follow the directions. Please make sure pop-up blockers have been disabled.
- First Time Users will need to Register to use this service, otherwise Returning Users should LOG IN.
- Select Higher Education/Student Aid for the reason you are requesting a Verification of Nonfiling Letter. Click GO.
- Under Verification of Nonfiling, click "2018."
- If your pop-up blocker is off, you will be shown a copy of your 2018 Verification of Nonfiling Letter.
- Print your Verification of Nonfiling Letter. **Print student's name and UIN on the letter** and submit it to our office.

### **Non-Tax Filer Method #2) Request a Verification of Nonfiling Letter by completing IRS Form 4506-T**

- It is available by completing IRS Form 4506-T on the IRS website at <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>.
- Complete lines 1a-4 on the top portion of the form.
- Please keep line 5 blank – *Do not request for your information to be sent to ILLINOIS by third party. The information will be requested again.*
- Check box 7 for Verification of Nonfiling, and complete line 9 using the date "12/31/2018."
- Complete the bottom portion of the form and then refer to page 2 of the form for where to have it sent.
- Once received, **print student's name and UIN on the letter** and submit it to our office.

**\*\*\*We are aware of circumstances where an individual is unable to obtain a 2018 Verification of Nonfiling Letter from the IRS. Please check the applicable box on the appropriate Non-Tax Filer Form if this applies to you. The Student Non-Tax Filer Form and/or the Parent Non-Tax Filer Form can be found on our website - <https://osfa.illinois.edu/forms/2020-2021-forms/>.**

**Note:** Individuals who submit W-2s that total a gross income that equals or exceeds the IRS tax filing threshold must request a Social Security Number, an Individual Taxpayer Identification Number, or an Employer Identification Number and file an income tax return before the student is eligible to receive Title IV aid.

Completed documents should be uploaded directly to UI-Integrate Self-Service. For instructions on how to access and upload documents please visit <https://osfa.illinois.edu/DocumentUpload>. Be sure to include your name and UIN on all documents uploaded. After you have uploaded your documents, you may confirm receipt within 3 business days at <https://osfa.illinois.edu/process/checking-your-status>. If you have any questions, please visit our website [www.osfa.illinois.edu](http://www.osfa.illinois.edu), contact a member of our counseling staff at (217) 333-0100 or email [finaid@illinois.edu](mailto:finaid@illinois.edu). **Please do not email documents to this email address.**