OFFICE OF STUDENT FINANCIAL AID

ROBESON COMMUNITY COLLEGE

Student Center Building 13

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Lumberton, NC 28359

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F   910.272.3314   Website: https://www.robeson.edu/fa/

IRS "Verification of Non-Filing Letter" Request 2020-2021

IRS "Verification of Non-Filing Letter" Request Form

New federal regulations require some students/parents/spouses to submit proof that they did not file an IRS Tax Return for 2018.

Complete the following:

1. Request a "**Verification of Non-Filing Letter**" by accessing www.irs.gov/individuals/get-transcript.
   This document must be dated on or after ***Oct. 1st, 2019***

2. **Request your letter(s) by one of the following methods**:

Request Online

What You Need

To register and use this service, you need:

- your 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, and
- 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

Get Transcript Online

Request by Mail

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
- Transcripts arrive in **5 to 10 calendar days** at the address we have on file for you

Get Transcript by Mail

3. **After you receive your Non-Filing letter from the IRS**:

   A. Write the student name and student ID on the letter
   B. Keep a copy of the letter for your records
   C. Submit the Non-Filing letter to the Financial Aid Office

Please do not submit this page. This page is for informational purposes only.

WARNING: If you purposely give false or misleading information, you may be fined, sent to prison or both.