



California State University, Sacramento
Student Service Center
Financial Aid and Scholarships Office
Lassen Hall
6000 J Street, Sacramento, CA 95819-6044
Phone: (916) 278-1000
FAX: (916) 278-6082

Print Name: _____

Sac State ID #:

STUDENT VERIFICATION OF NON-FILING LETTER

You indicated on your 2017-2018 Income Verification form that you did not file or were not required to file a 2015 federal income tax return. **To verify this status attach a copy of the Verification of Non-filing Letter received from the IRS to this cover sheet**

NOTE: Be sure to print your name and Sac State ID at the top of each page

Having not filed a federal tax return you must obtain a “Verification of Non-filing Letter” from the IRS

TO REQUEST A VERIFICATION OF NON-FILING LETTER

- **Get Transcript Online** – You may request a letter by going to www.irs.gov
 - Under the Tools heading, select "Get a tax transcript"
 - Select “Get Transcript ONLINE”
 - You will need to register as a first time user **or**
 - Login if you have previously registered
 - Request the “Verification of Non-filing Letter”
- **Paper Request Form** – You may request a Verification of Non-filing Letter by paper
 - Use the IRS Form 4506-T located in the CSUS Financial Aid website under 2017-2018 Financial Aid Forms
 - Listed under the Student Documents > [Documents/Forms](#)
 - To complete the form
 - Fill in lines 1 through 4 **and**
 - At the bottom provide your phone number, signature and date
 - Once completed the form may be mailed or faxed to one of the three IRS Centers listed on page 2 of Form 4506-T under the heading ‘Chart for individual transcripts’
 - The Letter will arrive in 5 to 10 calendar days
- **Visit an IRS Taxpayer Assistance Center** – Service at all Taxpayer Assistance Centers is now by [appointment only](#)
 - Select the blue oval titled Taxpayer Assistance Center Office Locator, the next page will ask you to enter your zip code then select search
 - Your Search Results come up with the closest Taxpayer Assistance Center(s) to you
 - Located in the IRS Office information listing will be a link “Make Appointment”
 - This will take you to a page listing the phone number(s) to use when making an appointment
- **If You Do Not Have A Taxpayer Identification Number (SSN, ITIN or EIN)** – Be sure to call Sac State at (916) 278-1000 to learn what to do next
 - Social Security Number (SSN)
 - Individual Taxpayer Identification Number (ITIN)
 - Employer Identification Number (EIN)