



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

Print Name: _____

Sac State ID #:

STUDENT VERIFICATION OF NON-FILING LETTER

You indicated you did not file and were not required to file a 2018 Federal Income Tax Return. **To verify this status, provide a copy of the Verification of Non-filing Letter dated on or after October 1, 2019, and attach it to this cover sheet**

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

HOW TO REQUEST A VERIFICATION OF NON-FILING LETTER

Get Transcript ONLINE – Go to www.irs.gov

- Under “Get Your Tax Record,” select “Get Transcript Online”
- Login and make sure to request a “Verification of Non-filing Letter”

Get Transcript IN PERSON

- Call 1-844-545-5640 to schedule an appointment at a local IRS office

Paper Request Form

- Complete the IRS Form 4506-T
 - Fill in lines 1a through 4
 - Lines 5, 6, 7, 9 and the signatory checkbox have been completed for you
 - Signature of taxpayer(s) provide your phone number
 - Print the form, then sign and date in ink
- Mail or fax to the IRS as instructed on page 2 of Form 4506-T under the heading “Chart for individual transcripts”
- The Letter will arrive in 5 to 10 business days

Automated Telephone Request – Call 1-800-908-9946

If You Do Not Have A Taxpayer Identification Number (ITIN), Social Security Number (SSN), or Employment Identification Number (EIN)

Provide our Office with:

- A signed and dated statement for 2018 certifying you:
 - Do not have a Taxpayer Identification Number (SSN, ITIN or EIN) **AND**
 - List all sources of income and earnings, other income, and/or resources:
 - All copies of 2018 W-2s, 1099s, 1098s or equivalent documents for each source of employment

Once completed upload financial aid documents at <https://onbase.csus.edu/unity/forms/faupload.aspx>