



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

Print Name: \_\_\_\_\_

Sac State ID #:

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## Spouse Verification of Non-filing Letter

You indicated your spouse did not file and was not required to file a 2020 Federal Income Tax Return. **To verify this status, provide a copy of the Verification of Non-filing Letter for your spouse, dated on or after October 1, 2021, and attach it to this cover sheet**

**NOTE: Be sure to print the student’s 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](http://www.irs.gov)
  - ❖ Under “Get Your Tax Record,” select “Get Transcript Online”
  - ❖ Login and make sure to request a “Verification of Non-filing Letter”
- **Automated Telephone Request** – Call 1-800-908-9946
- **If You Do Not Have A Taxpayer Identification Number (SSN, ITIN or EIN)**
  - ❖ Provide our Office with
    - A signed and dated statement for 2020 certifying you
      - Do not have a Taxpayer Identification Number (SSN, ITIN or EIN)
      - List all sources of income and earnings, other income, and/or resources
        - All copies of 2020 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>