



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 2021 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, 2022, 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
 - ❖ 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 2021 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 2021 W-2s, 1099s, 1098s or equivalent documents for each source of employment

Once completed upload financial aid documents at
<https://onbaseform.csus.edu/obforms/eforms/STDAF/DocumentSubmission/finaidupload.aspx>