



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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## STUDENT VERIFICATION OF NON-FILING LETTER

You indicated you did not file and were not required to file a 2022 Federal Income Tax Return. **To verify this status, provide a copy of the Verification of Non-filing Letter dated on or after October 1, 2023.**

### 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
- **4506-T Paper Request**- <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>. Refer to Page 2 of the 4506-T for instructions on how to submit the form to the IRS. This option should generate a hard-copy letter to your taxpayers’ address.
- **If You Do Not Have A Taxpayer Identification Number (SSN, ITIN or EIN)**  
***Provide our office with a signed and dated statement for 2022 certifying you***
  1. Do not have a Taxpayer Identification Number (SSN, ITIN or EIN); and
  2. List all sources of income and earnings, other income, and/or resources; and
  3. Attach (if applicable) all copies of your 2022 W-2s, 1099s, 1098s or equivalent documents for each source of employment

**Submission:** Attach this coversheet to the requested documentation. Be sure to print your name and Sac State ID at the top of each page

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