

If you and/or your spouse (independent students) or your parents (dependent students) did not file and were not required to file a 2018 federal income tax return, you are required to provide to our office confirmation of this by submitting a Verification of Non-Filing Letter that you will request directly from the IRS.

If you and/or your spouse (independent students) or your parents (dependent students) worked and earned wages, but were not required to file taxes, you must also provide all W2 or 1099 forms issued by the employer. If W2 or 1099 forms are not available, you must submit an IRS Wage and Income Transcript from the IRS.

You must provide these documents for each non-filer and they must be dated on or after October 1, 2019. **To request a Verification of Non-Filing Letter**, follow the online or mail instructions below or request by completing the IRS form 4506-T and mailing directly to the IRS.

To submit a Verification of Non-Filing Letter to the Office of Financial Aid, upload it directly to your VerifyMyFAFSA account. You can access your account by clicking the "Financial Aid Requirements" graphic on the goStockton Portal and clicking on the "Submit Missing Financial Aid Information" link.

Option 1 – Online Request:

- Visit the IRS website at <https://www.irs.gov/individuals/get-transcript>
- Select "Get Transcript Online," (2018) for the 2020-2021 academic year. (You will have to set up an account)

Option 2 – Get Transcripts by Mail:

- Visit the IRS website at <https://www.irs.gov/individuals/get-transcript> or call (800) 908-9946
- Select "Get Transcript by Mail"
- Select "Return Transcript," (2018) for the 2020-2021 academic year.
- Follow instructions to request by mail and your transcripts will be mailed to you within 10 days

Option 3 – 4506-T Form Instructions:

- Access the 4506-T form at <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>
- Complete items 1-4
- Item 5 must be left blank to ensure the verification documentation is sent directly to you
- To request a Verification of Non-Filing Letter, check item 7
- Enter 12/31/2018 on item 9 (2018 for the 2020-2021 academic year)
- Check the box indicating that the person completing the form has the authority to sign the Form 4506-T
- Print and sign the form
- Fax or mail the complete form to the applicable IRS location list on page 2 of the 4506-T form

QUESTIONS?

Contact us at 609.652.4203 • stockton.edu/finaid • finaid@stockton.edu

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