

Verification of Non-Filing Status 2021-2022

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|--|--|-------------------|------------------|
| First Name | | Last Name | |
| LSUS Student ID # | | Cell Phone | |
| Email Address | | | |
| Non-Filer's Statement is For: | | | |
| <input type="checkbox"/> Self | | | |
| <input type="checkbox"/> Parent _____ | | | |
| First Name | | | Last Name |
| <input type="checkbox"/> Spouse _____ | | | |
| First Name | | | Last Name |

NON-TAX FILERS:

Students (spouses/parents when applicable) who did not file a 2019 federal income tax return must provide our office with a "Verification of Non-Filing Letter" from the IRS. To request a non-filing letter follow the instructions below:

ONLINE REQUEST: *PLEASE NOTE* This option is only available to individuals that have filed taxes in previous years. Individuals that have never filed taxes before may have to complete the paper request form and send it in to the IRS.

- Go to <https://www.irs.gov/individuals/get-transcript> and attempt to print the letter online or have it mailed to you by selecting "Get Transcript Online" or "Get Transcript by Mail."
- In order to print the letter online you will have to provide the identifying information requested. If you are unable to do so, request to have it sent by mail.

PAPER REQUEST FORM:

- Download IRS Form 4506-T online at <https://www.irs.gov/uac/about-form-4506t>
- Complete lines 1-4, following the instructions on page 2 of the form
- Line 5: Leave this section blank. DO NOT have your non-filing statement sent directly to LSUS.
- Line 7: Select the checkbox on the right
- Line 9: in the year or period requested field, enter "12/31/2019"

PLEASE NOTE: The Financial Aid Office may request additional income verification information based on individual circumstances

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| Please utilize the paperclip icon to the right to upload your Verification of Non-Filing Letter(s). | |
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