



BELMONT
COLLEGE

2019-20

HOW TO OBTAIN THE NON-FILING LETTER FROM THE IRS

Beginning in 2016, you are required to provide documentation to the Financial Aid Office from the IRS or other relevant tax authority that indicates that a 2017 IRS income tax return was not filed with the IRS or other relevant tax authority.

GET LETTER ONLINE:

- Go to www.irs.gov, click "Get Your Tax Record." On the right you will see "Related Forms". Select "About Form 4506-T". Select Form 4506-T under "Current Products". Print and complete the form.
- Complete the top section of the form, Check the box on line 7.
- In item #9, enter 12/31/2017. You can add additional years if you like.
- Make sure to check and sign the signature box at the bottom of the form.
- See page 2 for mailing instructions. You must mail the form to the address that corresponds to your home state. Mail the completed form to the IRS address listed on page 2.
- You will receive a Verification of Non-filing letter back from the IRS.
- Send a copy of the letter of Non-Filing to the Financial Aid Office, using the contact information at the bottom of this form.

GET LETTER VIA TELEPHONE:

- Call 1-800-829-1040 and let them know you need to request an IRS Non-Filing Letter.
 - They will send you the Form 4506-T to complete and return to them.
- 1. You must use IRS Form 4506-T to request the IRS Verification of Non-filing Letter.**
 - 2. Do not submit the 4506-T form to our office. These instruction are only intended to provide you with instructions on how to obtain the proof of Non-filing letter from the IRS.**
 - 3. IRS Form 13873-F or 13873-T are not acceptable forms of documentation.**

GET LETTER IN PERSON:

- Visit the Wheeling, WV IRS Office. Call **1-844-545-5640** to schedule an appointment. They are located at 1100 Main Street, Wheeling, WV 26003.

If you have any questions, please contact our office.

Financial Aid Office
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