



Office of Financial Aid
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Directions for 2016 Non-IRS Tax Filer Verification

You have been asked to verify your (and/or spouse's, if the student is married) and/or your parent(s)/stepparent's 2016 income information. Below, please see the methods for submitting 2016 non-tax filer information to our office.

Non-Tax Filer Method #1) Request a Verification of Nonfiling Letter ONLINE

It is available on the IRS website at www.irs.gov/Individuals/Get-Transcript.

- Click "Get Transcript ONLINE" and follow the directions. Please make sure pop-up blockers have been disabled. First Time Users will need to Register to use this service, otherwise Returning Users should LOG IN.
- Select Higher Education/Student Aid for the reason you are requesting a Verification of Nonfiling Letter. Click GO.
 - Under Verification of Nonfiling, click "2016."
- If your pop-up blocker is off, you will be shown a copy of your 2016 Verification of Nonfiling Letter. Print your 2015 Verification of Nonfiling Letter to submit to our office with student's name and S# indicated.

Non-Tax Filer Method #2) Request a Verification of Nonfiling Letter by completing IRS Form 4506-T

- It is available by completing IRS Form 4506-T on the IRS website at <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>.
- Complete lines 1a-4 on the top portion of the form.
- Please keep line 5 blank – the Verification of Nonfiling Letter will be sent to you and then forwarded to the Financial Aid Office - *the Financial Aid Office may not be able to identify the student the information is associated with if sent directly from the IRS. The information would need to be requested again*
- Check box 7 for Verification of Nonfiling, and complete line 9 using the date "12/31/2016."
- Complete the bottom portion of the form and then refer to page 2 of the form for where to have it sent.