OFFICE OF STUDENT FINANCIAL AID
CENTRAL CAROLINA COMMUNITY COLLEGE
Hockaday Building, Lee Main Campus
1105 Kelly Drive
Sanford, NC 27330
T 919.718.7229 Email: finaid@cccc.edu
F 919.718.7410 Website: cccc.edu/financialaid

2018-2019
IRS "Verification of Non-Filing Letter" Request Form

New federal regulations require some students/parents/spouses to submit proof that they did not file an IRS Tax Return for 2016.

If your WebAdvisor "**Missing Documents**" includes a request for this document, follow these instructions:

1. Request a separate "**Verification of Non-Filing Letter**" to match each **Non-Filing Letter** requested on your "Missing Documents" (student, parent and/or spouse)
   This document must be dated on or after Oct. 1st, 2017

2. Request your letter(s) by one of the following methods:

   A. If the non-filer has their own credit card account, auto loan, mortgage, home equity loan or line of credit, use the much faster "**Get Transcript Online**" option at www.irs.gov/transcript
   B. Any non-filers who don't have their own credit accounts, must complete the attached form and must fax or mail it to the IRS.

   Mail: Internal Revenue Service
   RAIVS Team
   P.O. Box 145500
   Stop 2800 F
   Cincinnati, Ohio 45250

   Fax: 855-800-8015

3. After you receive your Non-Filing letter from the IRS:

   A. Write the student name and student ID on the letter
   B. Keep a copy of the letter for your records
   C. Submit the Non-Filing letter to the Office of Student Financial Aid

   Mail: Office of Student Financial Aid
   Hockaday Building
   1105 Kelly Drive
   Sanford, NC 27330

   Fax: 919-718-7410

Please note: If you submit IRS form 4506-T to the IRS, and receive an IRS 13873 document, we are able to accept that document if it includes the correct non-filer status statements. In addition, for any issues with obtaining your Verification of Non-Filing letter due to an address change, please change your address with the IRS by following the directions provided at the following link:
https://www.irs.gov/faqs/irs-procedures/address-changes