



Kean University
Office of Financial Aid
1000 Morris Avenue
Union, NJ 07083
908-737-3190

Instructions on Obtaining 2016 IRS Verification of Non-Filing Letter

Per the U.S. Department of Education, Federally-selected students who reported on the FAFSA that certain individuals did NOT file a 2016 Tax Return must submit proof of the person's non-filing status from the Internal Revenue Service. Independent students, spouse (if married), and parent(s) of dependent students are required to provide this information before Federal Student Aid eligibility can be determined. Dependent students are excluded from this requirement.

The **IRS Verification of Non-Filing Letter** can be obtained by using one of the following methods:

Option 1 – Obtain a PDF version of the 2016 Verification of Non-Filing Letter for the IRS website (www.irs.gov/transcript). After completing the registration process* (or logging in if a returning user), select “Higher Education/Student Aid” as the reason you need a 2016 Verification of Non-Filing Letter, and then click 2016 under “Non-Filing letter” to view the document. Print and/or save the document and submit a copy to the Office of Financial Aid, with your name and Kean ID # printed at the top of the page.

*For security purposes, first-time users will need the following to register:

- your social security number, date of birth, filing status, and mailing address;
- access to your email account;
- a mobile phone with your name on the account;
- a personal account # from credit card, mortgage, home equity loan, home equity line of credit, or car loan. Individuals who do not have one of these accounts must use the option below.

If the IRS is unable to process your request, you must use **Option 2** (below).

Option 2 – Complete the [Request for Transcript of Tax Return \(Form 4506-T\)](#). Complete Items 1-4, check the box for “Verification of Nonfiling” (Item 7), enter the year “12/31/2016” in Item 9, and sign & date at the bottom. Mail or fax the form to the address or number on Page 2. Do *not* enter Kean University as a third party in Item 5; the IRS Letter must be mailed directly to the individual requestor.

Upon receiving the IRS Verification of Non-Filing Letter, make sure that the document includes the individual's Social Security Number or Individual Taxpayer Identification Number (ITIN), as required by Federal Regulations. Write the student's name and Kean ID at the top of the page before submitting to the Office of Financial Aid. (You can fax to 908-737-3200.) Keep a copy of the letter for your records.

Once all documents are received by this office, it will take additional processing time to review and, if necessary, update the information. Your awards cannot be finalized until all required documents are received and processed. If you have any questions, please contact the Office of Financial Aid.