

2017 - 2018 INSTRUCTIONS FOR VERIFYING INCOME INFORMATION

Financial Aid Office • 603 West Park Street • Sheldon, IA 51201
712-324-5061 or 800-352-4907
finaid@nwicc.edu • nwicc.edu



TAX FILERS: If you, the student, and/or your parent(s) filed taxes in 2015, you must verify your tax information. **See Section A.**

NON TAX FILERS: If you, the student, and/or your parent(s) did not file taxes in 2015, you must verify your nonfiling status. **See Section B.** Verification of nonfiling is required anytime a student, parent, or spouse did not file taxes, regardless of the amount of income (*even zero*).

SECTION A. TAX FILERS

If you, the student, and/or your parent(s) filed a 2015 U.S. Income Tax Return, follow the instructions below to request an IRS Tax Return Transcript to verify your income information.

Request an IRS Tax Return Transcript

- To order online, go to www.irs.gov.
 - Under “Tools”, select “Get a Tax Transcript”.
 - Click “Get Transcript ONLINE” or “Get Transcript by MAIL”.
 - Be sure to enter your personal information **exactly** as it appears on your completed 2015 federal tax return.
 - Make sure to request the “Return Transcript” for tax year **2015**.
- To order over the phone, call 1-800-908-9946 and follow the prompts.
- To order by mail, complete the IRS Form 4506-T or IRS Form 4506T-EZ (form can be found and printed online at www.irs.gov).

What if I amended my taxes?

- The applicant, parent, or spouse should notify the Financial Aid Office if an amended tax return was filed. An individual who filed an amended IRS income tax return for tax year 2015 must provide:
 - A **signed** copy of the **2015 IRS Form 1040X** (Amended U.S. Individual Income Tax Return) that was filed
 - A copy of the **2015 IRS Tax Return Transcript or IRS Tax Account Transcript**

SECTION B. NON TAX FILERS

If you, the student, and/or your parent(s) did not file taxes in 2015, you must provide an **IRS Verification of Nonfiling Letter**.

Request an IRS Verification of Nonfiling Letter – if you have IRS Form 4506-T

- If you have the **IRS Form 4506-T**, follow the steps below to request an IRS Verification of Nonfiling Letter.
 - Complete **lines 1-4** on the form (as appropriate).
 - Check the box on **line 7**, “Verification of Nonfiling”.
 - On **line 9**, “Year or period requested”, enter the ending date of “**12/31/2015**”.
 - Under “Signature of taxpayers(s)”, sign and date.
 - *Optional:* You may designate NCC as a third-party to receive the letter. Enter the following information on **line 5** if you wish to list NCC.
 - Northwest Iowa Community College, Financial Aid, 603 West Park Street, Sheldon, IA 51201, 712-324-5061
 - Mail or fax to the correct address listed below.

If you lived in:	Mail or fax to:
AL, AK, AZ, AR, CA, CO, FL, HI, ID, IA, KS, LA, MN, MS, MO, MT, NE, NV, NM, ND, OK, OR, SD, TX, UT, WA, WY, a foreign country, American Samoa, Puerto Rico, Guam, the Commonwealth of the Northern Mariana Islands, the U.S. Virgin Islands, or A.P.O. or F.P.O address	Internal Revenue Service RAIVS Team P.O. Box 9941 Mail Stop 6734 Ogden, UT 84409 801-620-6922

If you lived in:	Mail or fax to:
CT, DE, DC, GA, IL, IN, KY, ME, MD, MA, MI, NH, NJ, NY, NC, OH, PA, RI, SC, TN, VT, VA, WV, WI	Internal Revenue Service RAIVS Team P.O. Box 145500 Stop 2800 F Cincinnati, OH 45250 859-669-3592

- If you do not have an **IRS Form 4506-T**, see instructions on the reverse side.

CONTINUE ON REVERSE

Request an IRS Verification of Nonfiling Letter – if you do not have IRS Form 4506-T

- If you do not have an **IRS Form 4506-T**, or if you need multiple copies (e.g. one for student and one for parent), follow the steps below to obtain a copy of the IRS Form 4506-T and request an IRS Verification of Nonfiling Letter.
 - To request an IRS Verification of Nonfiling Letter, go to www.irs.gov.
 - Click on the **"Forms & Pubs"** tab. The list of forms and publications will display.
 - Click on **"Form 4506-T"**.
 - Complete **lines 1-4** on the form (as appropriate).
 - Check the box on **line 7, "Verification of Nonfiling"**.
 - On **line 9, "Year or period requested"**, enter the ending date of **"12/31/2015"**.
 - Under **"Signature of taxpayers(s)"**, sign and date.
 - *Optional:* You may designate NCC as a third-party to receive the letter. Enter the following information on **line 5** if you wish to list NCC.
 - Northwest Iowa Community College, Financial Aid, 603 West Park Street, Sheldon, IA 51201, 712-324-5061
 - Mail or fax to the correct address listed below.

If you lived in:	Mail or fax to:
AL, AK, AZ, AR, CA, CO, FL, HI, ID, IA, KS, LA, MN, MS, MO, MT, NE, NV, NM, ND, OK, OR, SD, TX, UT, WA, WY, a foreign country, American Samoa, Puerto Rico, Guam, the Commonwealth of the Northern Mariana Islands, the U.S. Virgin Islands, or A.P.O. or F.P.O address	Internal Revenue Service RAIVS Team P.O. Box 9941 Mail Stop 6734 Ogden, UT 84409 801-620-6922
If you lived in:	Mail or fax to:
CT, DE, DC, GA, IL, IN, KY, ME, MD, MA, MI, NH, NJ, NY, NC, OH, PA, RI, SC, TN, VT, VA, WV, WI	Internal Revenue Service RAIVS Team P.O. Box 145500 Stop 2800 F Cincinnati, OH 45250 859-669-3592

Unable to locate your W-2(s) from 2015?

- You may request a wage and income transcript from the IRS. Follow the steps below to obtain a copy of the IRS Form 4506-T and request a wage and income transcript.
 - To request a wage and income transcript from the IRS, go to www.irs.gov.
 - Click on the **"Forms & Pubs"** tab. The list of forms and publications will display.
 - Click on **"Form 4506-T"**.
 - Complete **lines 1-4** on the form (as appropriate).
 - Check the box on **line 8, "Form W-2, Form 1099 series, Form 1098 series, or Form 5498 series transcript"**.
 - On **line 9, "Year or period requested"**, enter the ending date of **"12/31/2015"**.
 - Under **"Signature of taxpayers(s)"**, sign and date.
 - *Optional:* You may designate NCC as a third-party to receive the letter. Enter the following information on **line 5** if you wish to list NCC.
 - Northwest Iowa Community College, Financial Aid, 603 West Park Street, Sheldon, IA 51201, 712-324-5061
 - Mail or fax to the correct address listed below.

If you lived in:	Mail or fax to:
AL, KY, LA, MS, TN, TX, a foreign country, American Samoa, Puerto Rico, Guam, the Commonwealth of the Northern Mariana Islands, the U.S. Virgin Islands, or A.P.O. or F.P.O address	Internal Revenue Service RAIVS Team Stop 6716 AUSC Austin, TX 73301 855-587-9604
If you lived in:	Mail or fax to:
AK, AZ, AR, CA, CO, HI, ID, IL, IN, IA, KS, MI, MN, MT, NE, NV, NM, ND, OK, OR, SD, UT, WA, WI, WY	Internal Revenue Service RAIVS Team Stop 37106 Fresno, CA 93888 559-456-7227
If you lived in:	Mail or fax to:
CT, DE, DC, FL, GA, ME, MD, MA, MO, NH, NJ, NY, NC, OH, PA, RI, SC, VT, VA, WV	Internal Revenue Service RAIVS Team Stop 6705 P-6 Kansas City, MO 64999 855-821-0094