

**TAX FILERS:** If you, the student, and/or your parent(s) filed taxes in 2019, you must verify your tax information. **See Section A.**

If you, the student, and/or your parent(s) filed a 2019 U.S. Income Tax Return but were unable or chose not to use the IRS Data Retrieval Tool on the FAFSA, select from the following options to verify your income information

**NONTAX FILERS:** If you, the student, and/or your parent(s) did not file taxes in 2019, you must verify your nonfiling status. **See Section B.** Verification of nonfiling is required anytime an independent student, parent, or spouse did not file taxes, regardless of the amount of income (even zero).

## SECTION A. TAX FILERS

**Option 1: Utilize the IRS Data Retrieval Tool to automatically transfer your tax information into the FAFSA.**

- Go to <https://studentaid.gov/resources/irs-drt-text> for step by step instructions

If you have trouble completing the IRS Data Retrieval Tool, you may call the Federal Student Aid Information Center at **1-800-433-3243**.

**PLEASE NOTE: Under the following conditions, the IRS Data Retrieval Tool is NOT available and you MUST request an IRS Tax Return Transcript (these apply to both the student and parent(s) unless otherwise noted):**

- There is no indication on the FAFSA that a tax return has been completed
- The person filed a non-U.S. tax return
- The person is married and filed the tax return either as head of household or married but filing a separate tax return
- The student/parent does not have a valid SSN
- Your marital status changed after December 31 of the previous calendar year
- The parents' marital status is "Unmarried and both legal parents living together"

**Option 2: A 2019 IRS Tax Return Transcript may be obtained through:**

- **Get Transcript by Mail** – Go to [www.irs.gov](http://www.irs.gov), click "View Your Account." On the left side click "Tax Record." Click "Get Transcript by Mail." Make sure to request the "Return Transcript" and **NOT** the "Account Transcript." The transcript is generally received within 10 business days from the IRS's receipt of the online request.
- **Get Transcript Online** – Go to [www.irs.gov](http://www.irs.gov), click "View Your Account." On the left side click "Tax Record." Click "Get Transcript Online." Make sure to request the "**Return Transcript**" and **NOT** the "Account Transcript." To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.
- **Automated Telephone Request** – 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
- **Paper Request Form** – IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.
  - The transcript you have requested will be mailed to the address the IRS has on file. Keep in mind, the address you listed is from two years ago and if you have moved, it may be different than your current address. **IMPORTANT:** Once you receive the transcript, **please write the student's name and ID on the transcript** before mailing or bringing it to NCC.

### **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 2019 must provide:
  - A **2019 IRS Tax Return Transcript** (see Option 2 for instructions) and
  - A **signed** copy of the **2019 IRS Form 1040X** (Amended U.S. Individual Income Tax Return) that was filed and a **2019 IRS Tax Account Transcript** (see Option 2 for instructions, but request "**Account Transcript**" instead)

## SECTION B. NONTAX FILERS

If you, an Independent student, or the parent(s) of a Dependent student did not file taxes in 2019, you must provide an IRS Verification of Nonfiling Letter.

### Request an IRS Verification of Nonfiling Letter

- If you have the **IRS Form 4506-T**, follow the steps below to complete.
  - Complete **lines 1-4** on the form (as appropriate).
  - On Line **5 “Customer file number”** please write the student’s ID. This will help identify the student it belongs to.
  - Check the box on **line 7, “Verification of Nonfiling”**
  - On **line 9, “Year or period requested”**, enter the ending date of **“12/31/2019”**.
  - Under **“Signature of taxpayers(s)”**, **check the signatory attests box**, sign and date.
  - Mail or fax to the correct address listed under **“Chart for all other transcripts”**. **Do not** send the 4506-T to NCC, please mail or fax to the IRS using the information below.

If you lived in:	Mail or fax to:
AL, AK, AZ, AR, CA, CO, CT, DE, DC, FL, GA, HI, ID, IL, IN, IA, KS, KY, LA, MD, MI, MN, MS, MO, MT, NE, NV, NJ, NM, NC, ND, OH, OK, OR, RI, SC, SD, TN, TX, UT, VA, WA, WV, WI, 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 855-298-1145
If you lived in:	Mail or fax to:
ME, MA, NH, NY, PA, VT	Internal Revenue Service RAIVS Team Stop 6705 S-2 Kansas City, MO 64999 855-821-0094

- 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), go to [www.irs.gov](http://www.irs.gov), click on **“Forms & Instructions”** and select **“4506-T”**. Follow the steps above to complete.
  - The transcript you have requested will be mailed to the address the IRS has on file. **IMPORTANT:** Once you receive the transcript, **please write the student’s name and ID on the transcript** before mailing or bringing it to NCC.

### Unable to locate your W-2(s) from 2019?

- You may request a wage and income transcript from the IRS. Follow the steps below to obtain the request form and complete.
  - To request a wage and income transcript from the IRS, go to [www.irs.gov](http://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).
  - On Line **5 “Customer file number”** please write the student’s ID. This will help identify the student it belongs to.
  - 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 **“12/31/2019”**.
  - Under **“Signature of taxpayers(s)”**, **check the signatory attests box**, sign and date.
  - Mail or fax to the correct address listed under **“Chart for individual transcripts”**. **Do not** send the 4506-T to NCC, please mail or fax to the IRS using the information 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 855-800-8105
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 S-2 Kansas City, MO 64999 855-821-0094

- The transcript you have requested will be mailed to the address the IRS has on file. **IMPORTANT:** Once you receive the transcript, **please write the student’s name and ID on the transcript** before mailing or bringing it to NCC.