



Rockingham COMMUNITY COLLEGE

Financial Aid Office PO Box 38 Wentworth NC 27375

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Verification of 2018 Income Information for Parent Nontax Filers

The instructions and certifications below apply to each parent included in the household. Complete this section if the parent(s) will not file and are not required to file a 2018 federal income tax return.

Check the box that applies:

- One or both parents were not employed, nor had income earned from work in 2018.
- One or both parents were employed in 2018 and have listed below the names of all employers, the amount earned from each employer in 2018, and whether an IRS W-2 form is provided. **[Provide copies of all 2018 IRS W-2 forms issued to the parents by their employers].** List every employer even if the employer did not issue an IRS W-2 form.

If more space is needed, provide a separate page with the student's name and ID number at the top.

Employer's Name	IRS W-2 Provided?	Annual Amount Earned in 2018
<i>(Example) ABC's Auto Body Shop</i>	Yes	\$4,500.00
<i>Total Amount of Income Earned from Work</i>		

Request Verification of Non Filing Letter

Non-tax filers must submit a letter from the IRS dated on or after October 1, 2019 that indicates a 2018 income tax return was not filed with the IRS. Non-tax filers can request a 2018 IRS Verification of Non-Filing Letter free of charge online or by paper request. **Forms submitted without a 2018 IRS Verification of Non-Filing Letter will delay the processing of your financial aid.**

Certifications and Signatures

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Each person signing below certifies that all information reported is complete and correct. The student and one parent whose information was reported on the FAFSA must sign and date.

WARNING: If you purposely give false or misleading information you may be fined, be sentenced to jail, or both.

Print Student's Name

Student's ID Number

Parent's Signature

Date

Instructions

Request Online: Available at www.irs.gov

- Under Tools, click “Get a Tax Transcript”
- Click “**Get Transcript Online**”
- Enter the non-filer’s social security number, email, address, filing status, account numbers for loan or credit card associated with your name, and mobile phone associated with your name.
- Click “**Continue**”.
- Select “**Verification of Non Filing Letter**” and in the tax year field, select “**2017**”
- If successfully validated, you will be able to view and print your IRS verification of Non-filing letter.

Paper Request: Complete 4506-T

- **Line 1a** Print name clearly, exactly as it appears on the last tax return
- **Line 1b** Print social security number clearly with all nine digits displayed
- **Line 2a** If spouse did not file, print spouse’s name
- **Line 2b** Print spouse’s social security number clearly with all nine digits displayed
- **Line 3** Print current address, including city, state, and ZIP code. If applicable, include apartment, room, or suite number.
- **Line 4** If the address on the tax return is different from the current address, insert the address used on the last tax return.
- **Sign** and date the form and enter your telephone number.
- If the 4506-T is successfully validated, non-filers can expect to receive a paper IRS Verification of Non Filing letter at the address provided on their request within 10 days.