

## IRS Non Filer Letter Instructions

For the 2023-2024 Financial Aid year, if you are the parent of a dependent student or an independent student and did not file a **2021** federal tax return, you will be required to provide an IRS Verification of Non Filing Letter.

You can obtain a Verification of Non Filing Letter from the IRS by completing **IRS FORM 4506-T**.

Go to the webpage <https://www.irs.gov/pub/irs-pdf/f4506t.pdf> to print a copy of the form or call the IRS

### IRS FORM 4506-T Instructions

- Complete Box 1-4 as directed on the form.
- Check Box 7 on the form.
- Box 9 should have a date of **12/31/2021**
- Sign and date the form.
- Mail the form to the address provided on Page 2 of the form.

**Do not complete Box 5 on the form with Champlain College's information.** The letter should be mailed directly to the person requesting the letter. Once the requester receives the IRS Non Filer Letter a copy can be submitted to the Office of Financial Aid. Please be sure to include the student ID on the letter prior to submission.

**Non Filer Letters can be mailed, faxed, or emailed to the Office of Financial Aid**

### Mailing Address:

Champlain College  
Attn: Office of Financial Aid  
163 South Willard St  
PO Box 670  
Burlington, VT 05402

**Fax:** 802-860-2775

**Email:** [compass@champlain.edu](mailto:compass@champlain.edu)



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