IRS “Verification of Nonfiling Letter” Request Form

New federal regulations require some students/parents/spouses to submit proof that they didn’t file an IRS Tax Return for 2017.

As part of the verification process, you must provide Sul Ross State University with **confirmation of nonfiling dated on or after October 1, 2018 from the IRS.**

**How to Obtain Confirmation of Nonfiling From the IRS**

1. Request a separate “Verification of Nonfiling Letter” to match each nonfiling letter requested for verification on your Lobo Online.
2. Request your letter(s) by one of the following methods:
   a. If the nonfiler has **their own** credit card account, auto loan, mortgage, home equity loan or line of credit, use the much faster “Get Transcript Online” option at [www.irs.gov/transcript](http://www.irs.gov/transcript)
   b. Any nonfilers who don’t have their own credit accounts, must complete the IRS Form 4506-T, and must **fax** or **mail** the form to the IRS. Please be sure to fill in items on line 1a, line 1b, (line 2a and 2b if married), line 3, line 4 if previous address is different than line 3 (N/A if not applicable), line 5b if applicable (N/A if not applicable), line 7 must be check marked, line 9 = 12/31/2017, signature of taxpayer(s) section should have the box checked then your signature (and spouse if 2a and 2b was filled), date, and phone number.

   Please fax Form 4506-T to 855-298-1145 or you may also mail the Form 4506-T to:

   Internal Revenue Service  
   RAIVS Team  
   PO Box 9941  
   Mail Stop 6734  
   Ogden, UT 84409

   **After you receive your nonfiling letter from the IRS:**

   1. Make sure the document they sent you includes your SSN or ITIN number.
   2. Write the student name and SRSU A# on the IRS letter.
   3. Keep a copy of the letter for your records.
   4. Submit the nonfiling letter to the appropriate SRSU Financial Aid Office.

Please feel free to visit [www.sulross.edu](http://www.sulross.edu) or call the appropriate Financial Aid Office if you have further questions.

Sincerely,  
Financial Aid Staff  
Sul Ross State University

Office of Financial Aid  
P.O. Box C-2  
Alpine, TX 79832  
Phone: (432) 837-8050  
Fax: (432) 837-8411  
E-mail: fa@sulross.edu

Office of Financial Aid  
3107 Bob Rogers Drive  
Eagle Pass, TX 78852  
Phone: (830) 758-5021  
Fax: (830) 758-5019  
E-mail: rgcfao@sulross.edu

Office of Financial Aid  
2623 Garner Field Road  
Uvalde, TX 78801  
Phone: (830) 279-3008  
Fax: (830) 279-3009  
E-mail: rgcfao@sulross.edu

Office of Financial Aid  
205 Wildcat Drive  
Del Rio, TX 78840  
Phone: (830) 703-4824  
Fax: (830) 703-4810  
E-mail: rgcfao@sulross.edu