

Sul Ross State University

SRSU Title IV Code: 003625

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 2018.

As part of the verification process, you must provide Sul Ross State University with **confirmation of nonfiling dated on or after October 1, 2019 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
 - 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.

Federal aid regulations prohibit us from accepting an IRS RAIVS (13873-V) document because the standard IRS RAIVS document does not include a SSN or ITIn number and federal aid regulations insist that the IRS documentation must include the nonfiler;s SSN or ITIN.

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 nonfling letter to the appropriate SRSU Financial Aid Office.

Please feel free to visit 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