

## Obtaining a 2018 Verification of Non-Filing Letter

Independent students (and spouses, if applicable), and parents of dependent students who did not file and are not required to file an income tax return for the applicable tax year, must submit a “**Verification of Nonfiling (VNF) Letter**” from the **IRS** dated on or after October 1, 2019. This letter is available using the [Get Transcript](#) Online tool available on IRS.gov. The Get Transcript Online tool allows the user to immediately receive an online PDF version of their IRS verification of non-filing. For the 2020-2021 academic year, the *Verification of Non-filing Letter* must be for the calendar year 2018.

If you're unable to register or you prefer not to use Get Transcript Online, you may also request a **Verification of Non-filing Letter** by faxing/ mailing [Form 4506-T, Request for Transcript of Tax Return](#) as instructed on the form and by checking box 7 and list the date 12/31/2018 on line 9.

Note: A dependent student who is a nontax filer is excluded from the requirement to provide verification of the dependent student's nonfiling status from the IRS or other relevant tax authority.

**IMPORTANT:** Please be sure to write the student's name and IHCC ID# at the top of the first page of the document prior to submitting it to the institution.

You may fax, mail, or hand-deliver documents to:

Indian Hills Community College  
Attn: Financial Aid Office  
525 Grandview Ave  
Ottumwa, IA 52501  
Fax: 1.641.683.5741  
OneStop inside Bennett Student Services Center

*You can check your financial aid document status, print required forms, and view your financial aid award information (once available) on WebAdvisor.*