

## INSTRUCTIONS FOR VERIFICATION OF NONFILER STATUS

If you did not file an IRS Tax Return in the calendar year 2015, a letter from the IRS is required to confirm your status as a nonfiler. Please follow the steps below to obtain the letter from the IRS.

Complete Form 4506-T on or after October 1, 2016 (*download from irs.gov*):

- Complete Sections #1-4
- #5 Do not enter a third party address; leave this section blank
- Check off #7 (Verification of Nonfiling)
- #9 Enter tax year 12/31/2015
- Mail the form to the respective address listed on page 2 of the 4506-T under "Chart of all other transcripts"
- The IRS will mail the Verification of Non-filer to your home address

Upon receipt of the letter:

- Keep a copy of the letter for your reference
- Write student name and Stonehill ID number on the top right hand corner
- Submit a copy with this information to Stonehill College

The preferred method for submitting this document is in PDF format to [finaid@stonehill.edu](mailto:finaid@stonehill.edu). Mailed to Student Financial Assistance, Stonehill College, 320 Washington Street, Easton, MA 02357 is also acceptable.