



# VERIFICATION OF NON-FILING TAX YEAR: 2016

### Student Information

LAST NAME	FIRST NAME	MI	SIS STUDENT ID	DATE OF BIRTH								
			<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> </table>									

### Instructions:

Because you or your parent(s) indicated that you/they did not file a 2016 U.S. federal income tax return, we are required to obtain verification of your non-filing status from the IRS (or other tax authority if outside of the U.S.). You are required to submit this form and supporting documents to DataBank for processing. Documents can be submitted by U.S. mail or by fax.

#### Instructions To Obtain Documentation of Non-filer Status from the IRS

- Go to [www.IRS.gov](http://www.IRS.gov), under the Tools heading on the IRS homepage, click "Get A Tax Transcript Online" and follow the prompts to verify your identity. If you are able to successfully register, you will receive a PDF page indicating that the IRS has no record of a tax return being filed for 2016. Attach a printout of the PDF you receive to this form.
- If you are unable to successfully register to "Get A Tax Transcript Online", you must request a Verification of Non-filing (VONF) letter using IRS Form 4506-T. A VONF letter is not available through the "Get A Tax Transcript by Mail" or phone request processes.

Please indicate below the document(s) you are submitting and include this coversheet with the documentation. List the student's SIS/PeopleSoft Student ID on each page submitted.

If you have any questions, please feel free to contact us at [financialaid@case.edu](mailto:financialaid@case.edu) or call 216-368-4530 or 800-945-4530.

<input type="radio"/> <b>Parent Verification Non-Filing Letter:</b> The student's parent(s) did not file and were not required to file a 2016 federal income tax return.	<input type="radio"/> <b>Student Verification Non-Filing Letter</b> The student did not file and was not required to file a 2016 federal income tax return.
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#### Please complete and return this form and supporting documentation to:

Case Western Reserve University  
 Office of University Financial Aid  
 c/o DataBank  
 P.O. Box 614  
 Chesterton, IN 46304  
 FAX: 866-645-4210

#### **For Office Use Only:**

Aid Year: 2019

- FA Parent Verification Non-Filing Letter
- FA Student Verification Non-Filing Letter