

## INSTRUCTIONS FOR SUBMITTING TAX RETURN INFORMATION

### For Tax Filers:

Federal verification requires you to provide information to verify your IRS Tax Return information for **2017**. You may provide this by submitting **ONE** of the following:

1. **Correct** the FAFSA and use the IRS Data Retrieval tool, or
2. **Submit** a signed and dated personal copy of your 1040 Tax Return and any schedules, or
3. **Request** a IRS Tax Return Transcript, following these instructions:
  - a. From [www.irs.gov](http://www.irs.gov), select “[Get My Tax Record](#)”.
  - b. Click on the blue box “[Get Transcript ONLINE](#)” to access your transcript electronically, or, if you are unable to use the online request feature, select “[Get Transcript by Mail](#)”.
  - c. Follow instructions to order your IRS Tax **RETURN** Transcript.

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### For Non-Tax Filers:

Federal verification requires you to provide information to verify your IRS Tax Return information for 2017. If you did not and will not file an IRS Tax Return for 2017, you must provide our office with a **Verification of Non-filing Letter (VNF) dated after 10/01/2018**. You will not be able to use the mail request feature from [www.irs.gov](http://www.irs.gov).

To request this letter:

1. From [www.irs.gov](http://www.irs.gov), select “[Get My Tax Record](#)”.
2. Click on the blue box “[Get Transcript ONLINE](#)” and follow the prompts to request a Verification of Non-filing Letter, or complete and mail [Form 4506-T](#).
  - Note: If you have never filed an IRS Tax Return, you must complete and submit [Form 4506-T](#), you cannot submit your request online.
  - Be sure to check box 7, and type 12/31/2017 in line 9 Year or period requested.

**However**, if you are unable to obtain a VNF letter from the IRS or other tax authorities, please contact the Financial Aid Office.

PLEASE **DO NOT** REQUEST THAT THIS LETTER BE MAILED DIRECTLY  
TO SKAGIT VALLEY COLLEGE FROM IRS.