



**Office of Financial Aid**  
 Phone: (740)389-4636  
 Email: [financial-aid@mtc.edu](mailto:financial-aid@mtc.edu)



**2017-2018**

**Verification of 2015 Income Information for Student Nontax Filers**

Name: \_\_\_\_\_ Social Security # \_\_\_\_\_

The instructions and certifications below apply to the student and spouse, if the student is married. Complete this section if the student and spouse will not file and are not required to file a 2015 income tax return with the IRS.

**Check the box that applies:**

- The student and spouse were not employed and had no income earned from work in 2015.
- The student and/or spouse were employed in 2015 and have listed below the names of all employers, the amount earned from each employer in 2015, and whether an IRS W-2 form is provided. [Provide copies of all 2015 IRS W-2 forms issued to the student and spouse by their employers]. List every employer even if the employer did not issue an IRS W-2 form.

If more space is needed, provide a separate page with the student's name and ID number at the top.

Employer's Name	IRS W-2 Provided?	Annual Amount Earned in 2015
<i>(Example) ABC's Auto Body Shop</i>	Yes	\$4,500.00
Total Amount of Income Earned From Work		\$

Beginning this year, **you are required to provide documentation** to the financial aid office **from the IRS** or other relevant tax authority dated on or after October 1, 2016 that indicates a **2015 IRS income tax return was not filed with the IRS** or other relevant tax authority.

**Please follow these instructions:**

1. Go to <https://www.irs.gov/pub/irs-pdf/f4506t.pdf> and print this form
2. Complete the top section of the form, Check the box on line 7
3. On line 9, enter 12/31/2015
4. Make sure to check and sign the signature box at the bottom of the form.
5. See page 2 for mailing instructions. You must mail the form to the address that corresponds to your home state. Mail the completed form to the IRS address listed on page 2.
6. You will receive a Verification of Nonfiling letter back from the IRS.
7. Send a copy of this letter to the financial aid office, using the contact information at the top of this form.

**You must use IRS Form 4506T to request the IRS Verification of Nonfiling Letter.**

Student \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Return this form and ALL documentation to MTC Financial Aid Office.**