

Email: [financialaid@shastacollege.edu](mailto:financialaid@shastacollege.edu)

Phone: (530) 242-7650

**2020-2021 IRS Non-Filing Instructions**

\*Based off 2018 Tax Return\*

**IMPORTANT INFORMATION**To download an electronic copy of your IRS Verification of Non-Filing you will need:

- ◇ Your SSN, Date of Birth, Filing Status and mailing address from latest tax return
- ◇ Access to your e-mail account
- ◇ Personal account number from a credit card, mortgage, home equity loan/line of credit, or car loan
- ◇ Mobile phone with your name on the account.

**There is no fee to order your Transcript****Provide tax return transcripts for the Person(s) listed on your MyShasta.****REQUEST IRS VERIFICATION OF NON-FILING ONLINE (Fastest Option) Only Option Until Further Notice**

- ◇ Go to the following web address <https://www.irs.gov/individuals/get-transcript>.
- ◇ Click "Get Transcript Online" or "Request by mail" Then Login or Sign Up for an account.
- ◇ Select "Higher Education/Student Aid" for the reason you need a transcript from the drop down menu.
- ◇ Select the requested year from the "Verification of Non-Filing" section.

**UNABLE TO ACCESS NON-FILING LETTER ON IRS WEBSITE?****Please include the following information in a handwritten or typed statement:**

- ◆ First and last name
- ◆ Shasta college student ID number (*Example: 0123456*)
- ◆ How much money did you earn in 2018?
- ◆ State whether you did or did not file a 2018 tax return
- ◆ Why couldn't the IRS provide you with verification of non-filing?
- ◆ Sign and date the statement

***Take a clear picture or scan of your statement if you are attaching it in an email to the Financial Aid Office or if you are uploading it directly to the verification portal.***

**SUBMIT FORMS TO THE FINANCIAL AID OFFICE IN THE FOLLOWING WAYS****Upload to the Financial Aid Verification Portal**

Visit "My Financial Aid" on MyShasta and click "required documents."

**Mail statement to this address:****Shasta College Financial Aid Office  
PO Box 496006 Redding, CA 96049-6006****Submit by e-mail to:**[financialaid@shastacollege.edu](mailto:financialaid@shastacollege.edu)

\*Please allow for normal mailing time in addition to 5-10 business days for the Financial Aid Office to process your verification\*