

Non-Tax Filers

Nontax filers and tax filers who received an extension but still have not filed their 2016 taxes must provide confirmation of non-filing dated on or after October 1, 2017. A confirmation of non-filing can be obtained from the IRS using Form 4506-T and checking box 7. If appropriate, a similar confirmation from another taxing authority (e.g. a U.S. territory or a foreign government) is also acceptable. If you (or your spouse/parent) are self-employed and did not file taxes, please provide a signed statement certifying the amount of adjusted gross income (AGI) and U.S. income tax paid.

Tax Filing Extension

An individual who is required to file a 2016 IRS Income Tax Return and has been granted a filing extension by the IRS, must provide:

- ✓ A copy of IRS Form 4868, "Application for Automatic Extension of Time to File U.S. Individual Income Tax Return," that was file with the IRS for tax year 2016
- ✓ A copy of the IRS's approval of an extension beyond the automatic six-month extension if the individual requested an additional extension of the filing tax time for tax year 2016
- ✓ Verification of Non-filing Letter (confirmation that the tax return has not yet been filed) from the IRS or other relevant tax authority dated on or after October 1, 2017
- ✓ A copy of IRS Form W-2 for each source of employment income received for tax year 2016
- ✓ If self-employed, a signed statement certifying the amount of the individual's Adjusted Gross Income (AGI) and the U.S. income tax paid for tax year 2016

Amended Taxes

An individual who filed an amended IRS income tax return for tax year 2016 must provide:

- ✓ Your original 2016 IRS Tax Return Transcript
- ✓ A signed copy of the 2016 IRS Form 1040X, "Amended U.S. Individual Tax Return," that was filed with the IRS

Victims of Identity Theft

An individual who was the victim of IRS tax-related identity theft must provide:

- ✓ A Tax Return Data Base View (TRDBV) transcript obtained from the IRS, or any other IRS tax transcript(s) that include all of the income and tax information required to be verified
- ✓ A statement signed and dated by the tax filer indicating that he or she was a victim of IRS tax-related identity theft and that the IRS is aware of the tax-related identity theft