



2026-2027 Spouse Verification of 2024 Income Information for Nontax Filers

Your 2026-2027 FAFSA was selected for review in a process called "Verification." In this process, the financial aid office will compare the information reported on your FAFSA with the information on this form and any other required documentation. The law states that we have the right to ask for confirmation of this information before awarding federal student aid. You and/or your spouse whose information was reported on the FAFSA must sign this form, attach any required documentation, and submit the completed package to the HCC Financial Aid Office. If there are differences between the information reported on your FAFSA and the documents submitted to our office, we will make the necessary corrections. We retain the right to request additional information as needed to complete your file. If you have any questions about the verification process, contact the Financial Aid Office as soon as possible to avoid a delay in processing your request for financial aid.

****Your eligibility for financial aid cannot be determined until the verification process is complete.****

Student Name: _____ HCC ID#/Last Four of SSN#: _____

Address: _____ City: _____ State: _____ Zip: _____

The instructions and certifications below apply to the spouse. Complete this section if the student and spouse will not file and are not required to file a 2024 income tax return with the IRS.

Check the box that applies:

- ☐ The spouse was not employed and had no income earned from work in 2024.
 - If you checked this box you need to:
 - Submit a 2024 IRS Verification of Non-Filing Letter. This free letter can be obtained from the IRS. See back for ordering instructions.
- ☐ The spouse was employed in 2024 and has listed below the names of all employers, the amount earned from each employer in 2024, and whether an IRS W-2 form is provided.
 - If you checked this box you need to:
 - Submit copies of all 2024 W-2's and 1099 Forms
 - Submit a 2024 IRS Verification of Non-Filing Letter. This free letter can be obtained from the IRS. See back for ordering instructions.

Provide copies of all 2024 IRS W-2 forms issued to the spouse by their employer.

List every employer even if the employer did not issue an IRS W-2 form.

Employer's Name	2024 Amount Earned	IRS W-2 Provided?
Elmo's World Café (Example)	\$1,700 (Example)	Yes (Example)

Certification:

I certify that the submitted information is accurate to the best of my knowledge and belief. If asked by an authorized official, I agree to provide additional proof of the information provided on this form.

WARNING: If you purposefully give false or misleading information on this form, you may be fined, sentenced to jail, or both.

Student Signature

Date

MAIL OR FAX THE COMPLETED FORM AND SUPPORTING DOCUMENTATION TO:

Halifax Community College • Financial Aid Office

P.O. Drawer 809 • Weldon, NC 27890

Fax: 252-536-6392 • Email: phux961@halifaxcc.edu

How to Request an IRS Verification of Non-Filing Letter

What is an IRS Verification of Non-Filing Letter?

An IRS Verification of Non-Filing Letter provides proof that the IRS has no record of a filed form 1040 for the year you requested. Non-tax filers can request an IRS Verification of Non-Filing of their 2024 tax return status free of charge from the IRS in one of three ways: online, by telephone, or by completing the paper request.

Online Request – Available at www.irs.gov

- Under Tools, click “Get a tax transcript”
- Click **“Get Transcript ONLINE”** (If at any point you cannot validate your identity – for example, you cannot provide financial verification information or you lack access to a mobile phone – you may use Get Transcript by MAIL, see below)
- Enter the non-filer’s Social Security Number, email address, filing status, account numbers for loan or credit card associated with their name, and mobile phone associated with their name.
- Click **“Continue”**
- Select **“Verification of Non-Filing Letter”** and in the Tax Year field select “2024”.
- If successfully validated, you will be able to view and print your IRS Verification of Non-Filing Letter.
- Sign and submit the IRS Verification of Non-Filing Letter to the Office of Financial Aid.

Paper Request Form – IRS Form 4506-T can be downloaded at:

<https://www.irs.gov/pub/irs-pdf/f4506t.pdf>

- Complete lines 1-4 following the instructions on page 2 of the form.
- On line 3 enter the non-filer’s street address and zip or postal code. Use the address currently on file with the IRS.
- On line 7 select the checkbox on the right hand side for Verification of Non-Filing.
- On line 9 enter “12/31/2024” in the year or period requested field.
- The non-filer must select the checkbox before the signature and date the form and enter their telephone number. Only one signature is required when requesting a joint IRS Verification of Non-Filing Letter.
- Mail or fax the completed IRS 4506-T to the address (or FAX number) provided on page 2 of the 4506-T form.
- If the 4506-T information is successfully validated, tax filers can expect to receive a paper IRS Verification of Non-Filing Letter at the address provided on their request within 5-10 days.
- Sign and submit the IRS Verification of Non-Filing Letter to the Office of Financial Aid.

MAIL OR FAX THE COMPLETED FORM AND SUPPORTING DOCUMENTATION TO:

Halifax Community College • Financial Aid Office

P.O. Drawer 809 • Weldon, NC 27890

Fax: 252-536-6392 • Email: phux961@halifaxcc.edu