



If you have been selected for verification and have applied for a 2017 tax return extension through the IRS, there are additional documents that must be submitted. In order for our office to complete the financial aid verification process **please submit the following:**

1. A copy of [IRS Form 4868](#), “Application for Automatic Extension of Time to File U.S. Individual Income Tax Return,” that was filed with the IRS for tax year 2017;
2. A copy of the IRS’s approval of an extension beyond the automatic six-month extension (October 15<sup>th</sup>) **if** the individual requested an additional extension of the filing time for tax year 2017;
3. A copy of IRS Form W-2 for each source of employment income received for tax year 2017 and,
4. 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 2017.
5. Verification of Non-Filing Letter (confirmation that the tax return has not yet been filed) from the IRS which **must be dated** *on or after* October 1, 2018. This document can be obtained from the IRS by checking box #7 on IRS [Form 4506-T](#) which can be found on the IRS website at <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>