



**2022-2023**

## **How to Obtain the Non-Filing Letter from the IRS, Students:**

You are required to provide documentation to the Student Financial Aid Office from the IRS or other relevant tax authority dated on or after October 1, 2021 that indicates a 2020 IRS income tax return was not filed with the IRS or other relevant tax authority.

### **HOW TO OBTAIN A TAX RETURN TRANSCRIPT:**

Students and/or parents who did not and will not be required to file 2020 federal tax returns **MUST** submit an IRS Verification of Non-filing Letter along with any relevant W-2 forms to the Financial Aid Office. You may request this letter, free of charge, directly from the IRS.

#### **ONLINE REQUEST**

**(This option is only valid for students who have filed taxes in other years)**

- Log onto [www.irs.gov/individuals/get-transcript](http://www.irs.gov/individuals/get-transcript)
- Select the button in the center of the page that states "Get Transcript Online"
- (You will not be able to request a mailed letter through the IRS website)
- You will be asked to create a login, if you do not already have one
- Enter the tax filer's SSN, Date of Birth and Address (the one currently on file with the IRS)
- Click "Continue"
- In the Type of Transcript field, select "**Verification of Non-filing**" and enter appropriate tax year

#### **PAPER REQUEST FORM (IRS Form 4506T)**

**(This option is for students who have never filed taxes)**

- Available for download at [www.irs.gov](http://www.irs.gov)
- Complete lines 1-4, following the instructions on page 2 of the form (use the address currently on file with the IRS)
- Select option 7, "**Verification of Non-filing**"
- Tax filers must sign and date the form and enter their telephone number
- Mail or fax the completed 4506T to the appropriate address or fax number provided on page 2 of the instructions

Please contact our office if you have any questions.

#### **Financial Aid Office**

##### **Main Campus (Stuebenville)**

**Phone:** (740) 264-5591

**Fax:** (740)266-2991

110 John Scott Highway  
Steubenville, Ohio 43952

##### **Youngstown**

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