

2022-2023

How to Obtain the Non-Filing Letter from the IRS, Parents

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
- 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
- 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.

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