## How to Get an IRS Verification of Non-Filing Letter

□ Available on the IRS website at www.IRS.gov.

□ In the **Tools** section on the homepage, click "Get A Tax Transcript".

□ Click "Get Transcript Online".

□ Under "First Time User", select "Get Started". If you already have an account, enter your user ID under "Returning User".

□ Enter your name and email address. Click on "Send Email Confirmation Code".

□ Retrieve and enter the confirmation code. Click on "Verify Email Confirmation Code".

□ Enter the tax filer's social security number, date of birth, tax filing status, street address, and zip or postal code. Use the address currently on file with the IRS. Generally, this will be the address that was listed on the latest tax return filed. However, if an address change has been completed through the U.S. Postal Service, the IRS may have the updated address on file.

□ Select checkbox and click the "Continue" button to proceed as guest. Proceeding as a guest user will require you to enter this information every time you access the system. If you would like this information stored for future use do not check the box. Click the "Continue" button to create a User ID and password.

□ Answer 4 multiple choice security questions derived from your credit file.

□ Select the reason for getting a transcript – "Higher Education/Student Aid".

□ Click on the tax year needed under "Verification of Non-Filing Letter". You will need:

2015 to complete the 2017-2018 Application for Federal Student Aid (FAFSA) or
2016 to complete the 2018-2019 Free Application for Federal Student Aid (FAFSA).
You can print the letter and/or save as a PDF. DO NOT save a letter unless you are on your personal computer.

 $\hfill\square$  When finished, log out and close the browser.

## *Please Note: The Office of Financial Aid will not accept a Verification of Non-Filing Letter emailed or faxed directly from the IRS. The student may fax or email the letter to the Office of Financial Aid.*

If you are unable to create an account, you can get your Non-Filing Letter by mail by going on "Get Transcript by Mail" and following instructions.

We have attached a Form 4506-T if you want to mail in your request for a Non-Filer Letter.