



How to Obtain a Non-Filer’s Statement from the IRS

Each year, the Department of Education selects financial aid applicants to complete a verification process. Verification requires you to submit documentation to confirm the data you reported on the FAFSA. If you did not file a 2017 tax return, you may be required to submit supporting documentation from the IRS. You may be able to request this documentation online. If you are unable to complete your request online, you can utilize the mail request. Please find the instructions for each option below.

What we need:	How to get it:
Non-Filer’s Statement	<p>1.) Online Request: Available at www.irs.gov</p> <ul style="list-style-type: none"> • Note: This may not be available if you have not filed taxes in prior years. If this is the case, please use the mail request. • Click on “Get My Tax Record” • 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 mail request. • Follow instructions for creating an account or log in if you already have an account. • Select “Verification of Non-filing Letter” and in the Tax Year field, select “2017”. • Sign and submit the IRS Verification of Non-filing Letter.
	<p>2.) Mail Request: Download IRS form 4506-T Available at https://www.irs.gov/pub/irs-pdf/f4506t.pdf</p> <ul style="list-style-type: none"> • Complete lines 1 – 4, following the instructions on page 2 of the form. • Line 5a: Leave blank • Line 5b: Leave blank • Line 7: Select the checkbox on the right hand side for Verification of Non-filing. • Line 9: In the year or period requested field, enter “12/31/2017” for the 2019-2020 AY. • Above the signature line: Make sure that you check the signatory authority box. • The non-filer must sign and date the form and enter their telephone number. • 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 to 10 days