

**We must receive and review the requested information to comply with financial aid program rules:  
(34 CFR, Part 668).**

As part of the verification process for financial aid, the Department of Education requires that people who do not file taxes submit an IRS letter of nonfiling status to the University. A nonfiling letter will be necessary for all parties in the custodial household (i.e. student, parent 1, parent 2, spouse) that did not file taxes.

An IRS Verification of Nonfiling Letter will provide proof from the IRS that there is no record of a filed tax form or the year you have requested. For the 2023- 2024 academic year you will be requesting a verification for 2021.

## FOR 2023-2024 SCHOOL YEAR WE WILL BE USING 2021 TAX INFORMATION



**online**

Go to <https://www.irs.gov/individuals/get-transcript>

Set up an account with the IRS. They will email you a confirmation code to enter. Be sure to check your junk file in case the email is sent there. Complete steps 1-6 to create an account.

Select "Verification of Non-filing Letter" and in the Tax Year field, select "2021". Print the Transcript and submit to Financial Aid.



**mail**

Download the IRS Form 4506T.

Line 3: enter the non-filer's street address and zip or postal code. Use the address currently on file with the IRS.

Line 7: Select the checkbox on the right hand side for Verification of Non-filing.

Line 9: Year or period requested field, enter "12/31/2021".

The non-filer must sign and date the form and enter their telephone number. Only one signature is required when requesting a joint IRS Verification of Non-filing Letter.

Check the box in the signature area to acknowledge you have the authority to sign and request the information.

The form will not be processed and returned to you if the box is unchecked.

Mail or fax the completed IRS Form 4506-T to the address (or FAX number) provided on page 2 of Form 4506-T.

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.

Mail or fax the complete form to the appropriate address on page 2 of the 4506T form..



**by phone**

To order by phone, call 800-908-9946 and follow the prompts.