



## Verification of Non-filing Letter Instructions

*(Both student and parent must provide a copy of this letter if a 2015 federal tax return was not filed)*

**This is a new requirement for the 2017-18 FAFSA year**

### Verification of Non-filing Letter Online Instructions

**Tax filers can request a PDF, free of charge, by ordering online if you have filed a tax return anytime previously.**

- Go to [www.irs.gov](http://www.irs.gov)
- Under the Tools section, click "Get a Tax Transcript"
- Click "Get Transcript Online"
- Create an account.
- Make sure to request a 2015 Verification of Non-filing Letter PDF. Once you can access the PDF, mail or email the document to:

Centre College  
Financial Aid  
600 West Walnut Street  
Danville, KY 40422  
[finaid@centre.edu](mailto:finaid@centre.edu)

**If you have never filed a federal tax return, you must submit a 4506-T Request for Transcript of Tax Return form.**

- Go to [www.irs.gov](http://www.irs.gov)
- Under the Tools section, click "Get a Tax Transcript"
- Click on transcript types in the first paragraph.
- Click on Form 4506-T, Request for Transcript of Tax Return.
- Click on Form 4506-T (ignore the first page)
- Download, complete, and return to the IRS. (Select #7, Verification of Nonfiling)
- Once you receive the letter, send to address above.