



## Verification of Non-filing Letter Instructions

*(If selected for federal verification, both independent students (on FAFSA) and parents must provide a copy of this letter if a 2016 federal tax return was not filed)*

### Verification of Non-filing Letter Online Instructions

**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)
- Click on Get My Tax Record
- Click on transcript types under What You Get.
- Under Ways To Get Transcripts, click on Form 4506-T, Request for Transcript of Tax Return.
- Click on Form 4506-T
- Download, complete, and return to the IRS. (Select #7, Verification of Nonfiling)
- Once you receive the letter, send to address below.

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