



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 2017 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
- Click on Get Your 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.

Financial Aid Office • Centre College • 600 West Walnut Street • Danville, KY 40422