Instructions for Requesting a Verification of Non-Filing Letter from the IRS

There are multiple ways to provide our office with the necessary tax documentation. *If you have NOT completed a 2015 tax return and do not plan to do so AND you were selected for FAFSA verification, the Department of Education requires that we collect a Verification of Non-Filing provided by the IRS. Only one must be completed.*

1. **Request by mail**
   - **Step 1:** Go to [www.irs.gov](http://www.irs.gov).
   - **Step 2:** Under the “Tools” section click on “Get a tax transcript”.
   - **Step 3:** On the right hand side, click on “Form 4506-T, Request for Transcript of Tax Return”.
   - **Step 4:** Complete the form 4506-T, selecting box 7.
   - **Step 5:** Print, sign, and mail the form to the address listed on the form.
   - **Step 6:** Upon receipt of the Verification of Non-Filing letter, please sign, date, and submit to the Wofford Financial Aid Office.

2. **Request by phone:** You may request a Verification of Non-Filing letter for 2015 by calling the IRS at 1-800-908-9946.

3. **Get Transcript Online:**
   - **Step 1:** Go to [www.irs.gov](http://www.irs.gov).
   - **Step 2:** Under the “Tools” section click on “Get a tax transcript”.
   - **Step 3:** Click on “Get Transcript Online”.
   - **Step 4:** Set up an account or log-in if you are a returning user. (Requires personal account information for cell phone, car loan, etc.)
   - **Step 5:** After logging in or creating the account, choose “Higher Education/Student Aid” as the reason for your request. Click “Go”.
   - **Step 6:** In the RETURN TRANSCRIPT section, click 2015.
   - **Step 7:** A message will appear on the screen stating there is no record of a tax return on file for 2015. You may print this page and send to us or send a screen shot via email.