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

A Verification of Non-Filing Letter provided by the IRS is required for the following persons selected for verification of the FAFSA and who did not and will not file a tax return for 2016:

- Parent of a dependent student selected for verification.
- Independent student selected for verification.
- Spouse of an independent student selected for verification.

Please use one of the methods below for obtaining this document:

1. **Request by mail**
   
   **Step 1:** Go to [www.irs.gov](http://www.irs.gov).
   
   **Step 2:** Click “Get My Tax Record”
   
   **Step 3:** On the right hand side, click on “About Form 4506-T”.
   
   **Step 4:** Click “Form 4506-T”
   
   **Step 5:** Complete the form 4506-T, selecting box 7.
   
   **Step 6:** Print, sign, and mail or fax the form to the address listed on the back of the form.
   
   **Step 7:** Upon receipt of the Verification of Non-Filing, please submit to the Wofford Financial Aid Office.

   **OR,** if you have filed a tax return in previous years and have the same address:

   **Step 1:** Go to [www.irs.gov](http://www.irs.gov).
   
   **Step 2:** Click “Get My Tax Record”
   
   **Step 3:** Click on “Get Transcript by Mail”.
   
   **Step 4:** Enter the required information as it appears on the previous tax return.
   
   **Step 5:** Choose Return Transcript or Account Transcript under Type of Transcript for the 2016 Tax Year.
   
   **Step 5:** A letter stating there is no tax return or account transcript for 2016 will be mailed to the address provided on the request in 5-10 business days. Submit a copy of this letter to the Financial Aid Office. **Please keep your original and provide us with a copy**

2. **Request by phone:** You may request a Verification of Non-Filing letter for 2016 by calling the IRS at 1-800-908-9946.