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 2017:

- 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 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 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 2017 Tax Year.
   Step 5: A letter stating there is no tax return or account transcript for 2017 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 2017 by calling the IRS at 1-800-908-9946.