

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 1: Go to 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.

Step 2: Click "Get My Tax Record"

Step 2: Click on "Get Transcript by Mail".

Step 3: Enter the required information as it appears on the previous tax return.

Step 4: 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.

If you are unable to obtain a Verification of Non Filing letter from the IRS, we may accept the following:

1. Proof of attempt to retrieve the letter from the website by printing message received after the attempt or copy of the 4506-T that was sent to the IRS; **AND**
2. Signed statement certifying you have not filed and are not required to file a 2017 income tax return; **AND**
3. Copy of IRS Form W-2, or an equivalent document, for each source of 2017 employment income received.