

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.

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 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.