

Request for Verification of Non-Filing Letter

Non tax filers may request a Verification of Nonfiling Letter from the Internal Revenue Service (IRS), free of charge.

Paper Request – IRS Form 4506T

- IRS Form 4506T should be used to request a Verification of Non Filing Letter.
- Download the IRS Form 4506T at <http://www.irs.gov/pub/irs-pdf/f4506t.pdf>.
- Complete lines 1-4, following the instructions on page 2 of the form.
- On line 7, check the box to indicate you would like to receive to receive a Verification of Nonfiling, proof from the IRS that you **did not** file a return for the year. Please note that current year requests are only available after June 15th. (Please see the financial aid office if you are requesting this document prior to June 15th).
- Most requests will be processed in 10 business days.
- On line 9, indicate “2011” to receive IRS tax information for the 2011 tax year that is required for the 2012-2013 Free Application for Federal Student Aid (FAFSA).
- Sign the form as requested and either mail or fax the completed IRS Form 4506T to the appropriate address (or FAX number) provided on page 2 of Form 4506T.