How to Get an IRS Verification of Non-Filing Letter

- Available on the IRS website at www.IRS.gov.

- In the **Tools** section on the homepage, click "Get Transcript for My Tax Records."

- Click "Get Transcript Online".

- Under "Sign Up", select "Create an Account". If you already have an account, enter your user ID under "Sign In".

- Enter your name and email address. Click on "Send Email Confirmation Code".

- Retrieve and enter the confirmation code. Click on "Verify Email Confirmation Code".

- Enter the tax filer's social security number, date of birth, tax filing status, street address, and zip or postal code. Use the address currently on file with the IRS. Generally, this will be the address that was listed on the latest tax return filed. However, if an address change has been completed through the U.S. Postal Service, the IRS may have the updated address on file.

- Select checkbox and click the "Continue" button to proceed as guest. Proceeding as a guest user will require you to enter this information every time you access the system. If you would like this information stored for future use do not check the box. Click the "Continue" button to create a User ID and password.

- Answer 4 multiple choice security questions derived from your credit file.

- Select the reason for getting a transcript – "Higher Education/Student Aid".

- Click on the tax year needed under "**Verification of Non-Filing Letter**". You will need:

    2012 to complete the *2013-2014 Free Application for Federal Student Aid* (FAFSA) or

    2013 to complete the *2014-2015 Free Application for Federal Student Aid* (FAFSA).

- You can print the letter and/or save as a PDF. **DO NOT save a letter unless you are on your personal computer**.

- When finished, log out and close the browser.

Please Note: The financial aid office will not accept a Verification of Non-Filing Letter emailed or faxed from the IRS.