

# 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 2019:

- 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](http://www.irs.gov).

**Step 2:** Click "Get My Tax Record"

**Step 3:** At the bottom of the page, click on "About Form 4506-T".

**Step 4:** Click "Form 4506-T"

**Step 5:** Check box 7.

**Step 6:** Enter 12/31/2019 on line **9** for the tax year to receive the non-filing letter for 2019.

**Step 7:** Print, sign, and mail the form to the address listed on the back of the form. **Keep a copy to submit to the Financial Aid Office.**

**Step 8:** 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](http://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 2018 Tax Year.

**Step 5:** A letter stating there is no tax return or account transcript for 2019 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 2019 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. Verification of Non-Filing Worksheet (available from Financial Aid) certifying you have not filed and are not required to file a 2019 income tax return; **AND**
3. Copy of IRS Form W-2, or an equivalent document, for each source of 2019 employment income received.