Verification of 2015 Non-filing Status

If the federal processor, the U.S. Department of Education, selects your FAFSA for income verification, you must provide the Office of Student Financial Aid with documentation of the accuracy of the information reported on the FAFSA.

For federal income tax nonfilers you are required to submit an IRS Verification of Non-filing Letter confirming that the IRS has no record of a filed Form 1040, 1040A or 1040EZ for the 2015 tax year.

The letter must be dated after October 1, 2016.

Submit an IRS Verification of Non-filing Status

A 2015 IRS Verification of Non-filing Letter may be obtained via:

- **Online Request** - Go to [www.IRS.gov](http://www.IRS.gov). Click "Get Tax Transcript"
  - After you login click on the tax year needed under "Verification of Non-Filing Letter."
  - Request information for **tax year 2015** to complete verification for the 2017-18 FAFSA.
- **Paper Request Form** - IRS Form 4506T-EZ or IRS Form 4506-T. submit this form to the IRS to obtain your IRS Verification of Non-filing Letter
  - Request information for **tax year 2015** to complete verification for the 2017-18 FAFSA.

**Note:** If you do not have a Social Security Number (SSN), an Individual Taxpayer Identification Number (ITIN), or an Employer Identification Number (EIN), and therefore, you are unable to obtain a Verification of Non-filing Letter from the IRS, submit (1) a signed and dated statement certifying (a) that you do not have a SSN, an ITIN, or an EIN and (b) that names each source and amount of earnings, other income, and resources that supported you during the 2015 tax year; and (2) if applicable, a copy of IRS Form W–2 for each source of employment income received.