

Beginning with the 2017-18 award year, the U.S. Department of Education is requiring IRS documentation if a student has been selected for the verification process and the student or a member of the student's family was not required to file a federal tax return for calendar year 2015. This document explains how this IRS documentation can be obtained.

How to obtain IRS verification of nonfiling:

Option 1:

- 1) Go to <https://www.irs.gov/individuals/get-transcript> and choose "Get Transcript Online."
- 2) Login or follow prompts to create an account.
- 3) Once logged in, choose "2015" from the **Return Transcript** box to obtain an IRS verification of non-filing letter.

Option 2:

- 1) Complete IRS Form 4506-T to request a Verification of Nonfiling Letter for 2015 and submit it to the IRS. A pre-populated form that specifies the 2015 tax year and the request for documentation of nonfiling status can be found [here](#).
- 2) Please be sure to complete all items on lines 1-4 if applicable, and complete the signature section at the bottom. Do NOT complete any portion of #5 - #9, these questions have been pre-populated where necessary.

Be sure to fill out the address information correctly to prevent delays in processing

- 3) Submit the 4506-T form to the IRS using the contact information for your region on the last page. You should receive your verification of nonfiling letter in the mail in 5-10 business days once the IRS has processed your request.