



## Obtain an IRS Letter of Non-Filing

Verification of Non-filing of a Federal Tax Return is required when the FAFSA indicates that a return was not filed for the student, spouse or any parent who is providing information. Since the deadline for filing a Federal Tax Return has passed, verification of Non-filing as reported is required to prove that the IRS has no return on file. Multiple versions of this form may be required to satisfy the requirement (student, both or a single parent and possibly a spouse). Use one form for each Non-filer in the household (independent student, spouse and/or possible two parents).

### By Mail-Paper Request Form - IRS Form 4506-T

- Download the IRS Tax Form 4506-T at <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>
- Complete lines 1 – 4, following the instructions on page 2 of the form. Note that line 3 should be the most current address as filed with the IRS.
- Line 5 provides tax filers with the option to have their IRS Tax Return Transcript mailed directly to a third party by the IRS. UNC **STRONGLY** prefers you have the transcript mailed to you and that you then submit it to our office. You will need to make sure the student's name and student ID # are on the transcript.
- Check the box to the right of Line 7.
- On Line 9, indicate the Tax Year by putting in the last day of that year (i.e. 2016 would be 12/31/2016).
- The tax filers (or spouse if requesting information from a joint tax return) must sign and date the form and enter their telephone number. Only one signature is required to request a transcript for a joint return.
- Mail or fax the completed IRS Form 4506-T to the appropriate address (or FAX number) provided on page 2 of Form 4506-T. You can expect to receive your transcript within 5 to 10 days from the time the IRS receives and processes your signed request.

### Online Request-Mail Option:

- Go to <https://www.irs.gov/individuals/get-transcript>
- Click "Get Transcript by ONLINE" box and follow the instructions.
- You should be given the option to print the IRS letter.