



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:

Click ["Get Transcript by ONLINE"](#) box and follow the instructions.

You should be given the option to print the IRS letter.