



2018-2019 IRS Verification of Nonfiling Instructions

Your application was selected for review in a process called “Verification.” Schools must verify Free Application for Federal Student Aid (FAFSA) data with information provided directly from the IRS. If you or your parents did not file and were not required to file a **2016** U.S. Income Tax Return, you must provide nonfiling documentation from the IRS.

Note: FAFSA applicants must submit tax information from **two** years prior—in this case, **2016**.

Non-Tax filers can request a **Tax Return Transcript** online from the IRS that states “no record of return filed” or “no transcript on file.” Please keep a copy for your records.

1. Visit www.irs.gov
2. Click “**Get Your Tax Record**” located under Tools
 - Click “**Get Transcript ONLINE**” and follow the prompts to receive a .pdf.

Be sure to select “Return Transcripts” not “Account Transcripts” when requesting documentation on www.irs.gov.

OR

Non-Tax filers can submit Form [4506-T](#) to the IRS and select option #7. The IRS will mail a Verification of Nonfiling Letter within 10 business days from when the IRS receives Form 4506-T.

***When submitting the transcript to SPU please include the student’s name and SPU ID number!**