

Instructions for Obtaining Verification of Federal Tax Non-Filer Status

If you are selected for verification by the federal processor and/or Converse College after filing your FAFSA and you did not or will not file federal tax forms for the 2015 tax year, because you were not required to file, you must provide written verification from the Internal Revenue Service (IRS) that you did not file.

Please note: If you earned sufficient income to be required to file federal taxes for the 2015 federal tax year, you must provide copies of your federal 1040 transcripts. You may not submit a verification of non-filing if you earned sufficient income to be required to file. You may obtain more information at: <https://www.irs.gov/uac/do-i-need-to-file-a-tax-return>

How to Get an IRS Tax Return Transcript or Proof of Non-filer By Mail Or Online

By Mail:

- Available on the IRS website at www.IRS.gov or by submitting paper Form 4506T-EZ or 4056-T. You can also call 1-800-908-9946.
- The IRS **will not** accept requests for transcripts at its Taxpayer Assistance Centers.
- In the **Tools** section on the homepage, click “Get a Tax Transcript”
- Click “Get Transcript by Mail”.
- You will need:
 - SSN or Individual Tax Identification Number (TIN)
 - Date of birth
 - Mailing address from your latest tax return
- Enter the tax filer’s social security number, date of birth, street address, and zip or postal code. Use the address from your latest tax return filed with the IRS. **Note:** If a joint tax return was filed, enter data for the primary taxpayer.
- Click the "Continue" button.
- Under Type of Transcript, select “**Return Transcript**”.

- Under Tax Year, select:
 - **2015** to complete the *2016-2017 and 2017-2018 Free Application for Federal Student Aid (FAFSA)*
- Click the “Continue” button.
- Exit **and** close the browser when complete.
- Allow five to ten business days for the transcript to arrive at the address the IRS has on file.

Online request:

- Available on the IRS website at www.irs.gov
- In the **Tools** section on the homepage, click “Get a Tax Transcript”
- Click “Get Transcript ONLINE”
- To use this service, you must have:
 - Your SSN or TIN
 - Date of birth
 - Filing status of the most recent tax return
 - Mailing address of your most recent tax return
 - Access to a valid email address
 - A text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user’s name
 - Specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). **Note:** the IRS Get Transcript ONLINE registration process will not result in any charges to the card or financial account).
- During the registration process, the IRS will send the user a confirmation code via email and an authentication code via text. The IRS email and text will include a one-time code that the user will use to finalize the Get Transcript ONLINE registration.
- Under Tax Year, select:
 - **2015** to complete the *2016-2017 and 2017-2018 Free Application for Federal Student Aid (FAFSA)*

- If you did not file a tax return, select Verification of Non-filing Letter. This document will provide proof that the IRS has no record of a filed return for the 2015 year.
- ***PLEASE NOTE:*** The IRS will never request log-in information or personal data via email or text.
- If a tax filer is unable to successfully register for the Get Transcript ONLINE, the tax filer must request a tax return transcript by mail or phone as noted above.
- Exit **and** close the browser when complete