

If your FAFSA is selected for verification and you/and or your spouse (if independent student and married) or parents (if dependent), did not and were not required to file a federal tax return, you will be required to obtain a Verification of Non-Filing Letter (VONF) by filing the process below:

Verification of Non-Filing Status

- Individuals who did not file an IRS tax return for the relevant tax year may receive a PDF page indicating that the IRS has no record of a tax return being filed for the requested year IF:
- The individual successfully registers for the Get Transcript ONLINE by following these procedures:
 - 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.
- Individuals who are not able to successfully register for the Get Transcript ONLINE will need to request a Verification of Non-Filing (VONF) letter using IRS Form 4506-T which must be **mailed** to the IRS. A VONF letter is not available through the Get Transcript by Mail or through the automated phone request process.