

VERIFYING TAX AND INCOME INFORMATION

Verification of Non-Filing Letter

The U.S Department of Education requires us to verify that you did not file taxes in 2017. You can receive a Verification of Non- Filing letter by requesting a tax transcript. If there is no record of taxes filed, you will receive a Verification of Non-Filing letter. Follow the instructions below to request a tax transcript.

Tax Transcript Method- Mail

1. Visit <https://www.irs.gov/individuals/get-transcript>
2. Click “Get Transcript by Mail.”
3. After clicking OK to the pop-up information, For the 1st person listed on the income tax return enter in
 - Social Security Number
 - Date of Birth
 - Address on File with the IRs
4. Next choose “Return Transcript” and choose “2017”
5. It will now inform you whether the 2017 transcript was found. If it is not found, please print the screen noting this then a Verification of Non-Filing Letter will be sent to your address of file with the IRS.
6. If the tax transcript is found it will be sent to your address on file with the IRS.
7. *If you filed “Married Filing Separately”, you EACH MUST request a tax transcript*
8. You may hand deliver, fax or mail the transcript to Student Financial Services once you receive it