

## 2023-2024 IRS Verification of Non-filing 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 (as an independent student – dependent students are not required to obtain this), your spouse, or your parents did not file and were not required to file a **2021** U.S. Income Tax Return, you must provide non-filing documentation from the IRS.

Note: FAFSA applicants must submit tax information from **two** years prior—in this case, **2021**.

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](http://www.irs.gov)
2. Click **“Get Your Tax Record”** located under “How can we help you?”
  - Click **“Get Transcript ONLINE”** and follow the prompts to receive a .pdf.

Be sure to select “Return Transcripts”, and not “Account Transcripts” when requesting documentation on [www.irs.gov](http://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.

If you are unable to obtain this Verification of Non-Filing Letter through either of these methods, please contact Student Financial Services at [sfs-forms@spu.edu](mailto:sfs-forms@spu.edu) or by phone at (206) 281-2061 to discuss alternative options for completing this requirement. You will need to make a good faith attempt to obtain the non-filing letter via these methods before we can discuss these options.

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