

**IRS Verification of Nonfiling Letter Request
2019-2020**

**OFFICE OF FINANCIAL AID
WINTHROP UNIVERSITY**

Non-tax filers who are parents of dependent students and independent students must provide a *Verification of Nonfiling Letter* from the IRS dated on or after October 1, 2018 as part of the verification process. This can be obtained FREE from the IRS. If you filed a 2017 federal tax return you should not use these instructions.

Online Request PDF Display (Preferred Method)

- Available on the IRS Web site at <http://www.irs.gov/Individuals/Get-Transcript>
- Click **Get Transcript Online** button
- Click **Create a Login** or **Login** button
 - If you must **Create a Login**, follow all the steps listed.
- Once you are logged in, choose **Higher Education/Student Aid** as the reason you are requesting a transcript.
- In the **Verification of Nonfiling Letter** box select **2017**.
- Your letter of nonfiling will appear as a PDF. Save it to your computer or print. **Write the student's Winthrop ID number on each page.** Submit a copy to the Office of Financial Aid.

Telephone Request

- Available from the IRS by calling 1-800-908-9946 or 1-800-829-1040 (be prepared to wait on hold for a long time).
- Nonfilers must follow prompts to enter their Social Security Number and the numbers in their street address. Generally this will be numbers of the street address that were listed on the latest tax return filed. However, if an address change has been completed through the US Postal Service, the IRS may have the updated address on file.
- Select "**Option 2**" to request an **IRS Verification of Nonfiling Letter** and then enter "**2017**".
- If successfully validated, nonfilers can expect to receive a paper IRS Verification of Nonfiling Letter at the address listed in their telephone request within 5 to 10 days from the time the IRS receives the request.
- Once you receive the IRS Verification of Nonfiling Letter, please write student's Winthrop ID on each page and submit a copy to the Office of Financial Aid.

Paper Request Form – IRS Form 4506-T

- Download IRS Form 4506-T (Request for Transcript of Tax Return) from <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>.
- Complete lines 1-4.
- Line 5 (optional) - provides nonfilers with the option to have their IRS Verification of Nonfiling Letter mailed directly to a third party by the IRS. Choosing this option will slow the IRS processing time. Recommend you leave this line blank so it will be sent to your address and then you forward a copy to: Winthrop University, Office of Financial Aid, Sykes House, 638 Oakland Ave, Rock Hill, SC 29733.
- Line 7 – select the checkbox on the right hand side for Verification of Nonfiling
- Line 9 – Year or period requested field, enter **12/31/2017**.

- The nonfiler must sign and date the form and enter their telephone number. Only one signature is required to request a joint IRS Verification of Nonfiling Letter.
- Mail or fax, the completed IRS Form 4506-T to the appropriate address or fax number provided on page 3 of Form 4506-T.
- If the 4506-T information is successfully validated, you can expect to receive a paper IRS Verification of Nonfiling Letter at the address provided on the request within 5 to 10 days.
- Once you receive the IRS Verification of Nonfiling Letter, please write student's Winthrop ID on each page and submit a copy to the Office of Financial Aid.

If you encounter problems obtaining your IRS Verification of Nonfiling Letter, the IRS.gov website help desk can be reached at 1-800-876-1715.