

Instructions to Complete a Request for Verification of Non-Filing Letter

Required for each parent listed on the FAFSA, as well as the student, if they did not file taxes in 2015.

(Not required if Married, Filing Joint)

Available at www.irs.gov.

- Under Tools, click "Get a tax transcript"
- Under "Related Forms", click "**Form 4506-T**"
- Complete fields 1a, 1b, 2a and 2b (if applicable), and 3.
- Select "**Verification of Non-filing**", item 7.
- For item 9, enter the end of the 2015 tax year – 12/31/2015
- Mail or fax Form 4506-T to the IRS for processing.
- Once you receive the Verification of Non-Filing from the IRS, submit the letter to Binghamton; make sure to include the student's name and B-Number on the letter.

If you are unable to access the documents online you will have to request them from the IRS by mail, in person or by phone:

- **Phone Request** - To make a request by phone, contact the IRS to request your documents at 1-800-829-1040.
- **Postal Mail Request** - To make the request by mail, complete Form 4506-T on the IRS website. Select item 6a for a Tax Return Transcript or item 7 for a Verification of Non-filing. Mail or fax the form to the IRS. The non-filing letter will be mailed to you within 10 business days.
- **In Person Request** – To make a request in person, contact your local IRS Office.