

## **2021-2022 IRS Verification of Non-Filing Letter**

If you did **NOT** file a 2019 federal tax return, you must provide an IRS Verification of Non-filing Letter. *The letter is required of each parent listed on the FAFSA of dependent students. For independent students (as determined by the FAFSA), only the student (and spouse if married) must provide this letter.*

To obtain an IRS Verification of Non-filing Letter, use **one of the 2 methods** described below. **These are the only two options. You cannot receive a Verification of Non-filing Letter by selecting the 'Get Transcript by Mail' option at the IRS website.** Please contact the Financial Aid Office if you have any questions.

**Method 1:** Obtain letter online by creating an account at <https://www.irs.gov/>

(This is the best option for those who have a personal credit card, car loan or mortgage **AND** mobile phone with their name on the account.)

- Select 'Get Your Tax Record'
- Select 'Get Transcript ONLINE'
- Verify that you have the required information to create an account
- Follow instructions to create an account
- Once account is created, go back to 'Get Transcript ONLINE' and log in
- Follow instructions to request your 2019 IRS Verification of Non-filing Letter
- Print the letter or save it as PDF document

**OR**

**Method 2:** Complete Form 4506-T and mail or FAX the form to the IRS. The 2019 IRS Verification of Non-filing Letter will be mailed to your home address.

- [4506-T form](https://www.irs.gov/pub/irs-pdf/f4506t.pdf) - <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>
- Complete Lines 1-4, if applicable
- Lines 6, 6a-c: leave blank
- Line 7: select yes for 'Verification of Nonfiling'
- Line 8: leave blank
- Line 9: enter 12/31/2019 (for tax year 2019)
- Sign, date and provide your phone number on the bottom of the form
- Make a copy of the letter for your records
- FAX or mail the completed form to the appropriate location (provided on Page 2, under the 'Chart for all other transcripts' section)

**Submit your 2019 IRS Verification of Non-Filing Letter to the MCAD Financial Aid Office**

1. Keep a copy of the letter for your records

2. Submit your 2019 IRS Verification of Non-Filing Letter to MCAD Financial Aid Office:
  - Upload option: myaid.mcad.edu – select ‘Documents & Messages’
  - Email option: [financial\\_aid@mcad.edu](mailto:financial_aid@mcad.edu)