



How to Request IRS Verification of Nonfiling Letter

As part of the verification process for financial aid, the Department of Education requires that people who do not file taxes submit an IRS letter of non-filing status to the University. A nonfiling letter will be necessary for all parties in the household (i.e. student and spouse) that did not file taxes.

What is an IRS Verification of Nonfiling Letter?

An IRS Verification of Nonfiling Letter (VNF) will provide proof from the IRS that there is no record of a filed tax form (1040, 1040A, or 1040EZ) for the year you have requested. A VNF does not provide proof that you were not required to file, only that you did not file. For any academic year in which your FAFSA is selected for verification and you reported “Will not file,” you will need to request a VNF for the prior-prior year (eg. for 2020-2021, request a VNF for 2018).

Non-Tax filers can request an IRS Verification of nonfiling, free of charge online from the IRS website:

Available at the [Internal Revenue Service Website](#).

- “Get Your Tax Record”
- Click “**Get Transcript ONLINE**” (If at any point, you cannot validate your identity – for example you cannot provide financial verification information or you lack access to a mobile phone – you will need to use the Get Transcript by MAIL option, see below for instructions).
- Enter the non filer’s Social Security Number (you can use your ITIN or EIN), e-mail address, filing status, account numbers for loan or credit card associated with your name, and mobile phone associated with your name. This information will be used to verify your identity with the IRS.
- Click “Continue”.
- Select “**Verification of Nonfiling Letter**” for the correct tax year (i.e. 2018 for 2020-21).
- If successfully validated, you will be able to view your IRS Verification of Nonfiling letter that can then print it out for submission.
- Write the Student ID (G number) on the letter and submit the letter to the financial aid office.

Please note: if you filed a Puerto Rican or Foreign Income Tax return, you must submit appropriate nonfiling documentation from a relevant tax authority.