



FISHER COLLEGE

Office of Financial Aid

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2019-2020 Instructions for Requesting a Verification of Non-Filing Letter

According to the 2019-2020 FAFSA, you, your spouse or your parent(s) indicated that you/they 'Will Not File' taxes **for the 2017 tax year**.

For those that state they 'Will Not File' and the FAFSA is selected for Verification by the Department of Education, the non-filer is required to submit a **Verification of Non-Tax Filing Letter** in order to administer your Financial Aid.

A Verification of Non-Tax Filing Letter is requested, by the non-filer, from the IRS.

Please follow the instructions below to request the **Verification of Non-Filing Letter**. Once you receive the letter, please make a copy for your records and forward a copy to the Financial Aid Office at Fisher College.

1. Go online to www.irs.gov
2. Click '**Get My Tax Record**'
3. Select '**Get Transcript Online**' to request a PDF copy of the:
Verification of Non-Filing Letter for the 2017 Tax Year

NOTE: To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan).

4. Follow the prompts given to register a username
5. Once registered/logged-in, select the reason you need a transcript as: **Higher Education/Student Aid**
6. Select ***Verification of Non-Filing Letter for the 2017 Tax Year***
7. A PDF of your non-filing letter should display. Make a copy for your records.
8. Submit a copy to the Financial Aid Office at Fisher College via fax, scanned email, or by mail.