



Obtain an IRS Letter of Non-Filing

Beginning with the 2017-2018 year, verification of Non-filing of a 2015 Federal Tax Return is required when the FAFSA indicates that a return will not be filed for the student, spouse or any parent who is providing information. The response to this question is #32 and/or #80. . Since the deadline for filing a 2015 Tax Return has passed, verification of Non-filing as reported is required to prove that the IRS has no return on file. Multiple versions of this form may be required to satisfy the requirement (student, both or a single parent and possibly a spouse). Use one form for each Non-filer in the household (student, spouse and/or possible two parents). The process requires two forms to be submitted: 1) IRS letter and a UNC Form of Non-Filing. The UNC form certifying that you did not file (along with copies of all W2 forms if applicable) is available from the UNC webpage of can be sent to you via email.

By Mail-Paper Request Form - IRS Form 4506-T

- Download the IRS Tax Form 4506-T at <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>
- Complete lines 1 – 4, following the instructions on page 2 of the form. Note that line 3 should be the most current address as filed with the IRS.
- Line 5 provides tax filers with the option to have their IRS Tax Return Transcript mailed directly to a third party by the IRS. UNC **STRONGLY** prefers you have the transcript mailed to you and that you then submit it to our office. You will need to make sure the student's name and student ID # are on the transcript.
- Check the box to the right of Line 7.
- On Line 9, indicate the Tax Year is 2015 by putting in 12/31/2015
- The tax filers (or spouse if requesting information from a joint tax return) must sign and date the form and enter their telephone number. Only one signature is required to request a transcript for a joint return.
- Mail or fax the completed IRS Form 4506T-EZ to the appropriate address (or FAX number) provided on page 2 of Form 4506T-EZ. You can expect to receive your transcript within 5 to 10 days from the time the IRS receives and processes your signed request.

Online Request-Mail Option:

- Go to <https://www.irs.gov/individuals/get-transcript>
- Click "Get Transcript by ONLINE" box and follow the instructions.
- You should be given the option to print the IRS letter.