



Non-Filing of Tax Letter Request Instructions

If you are selected for verification and you are NOT required to file a tax return, you must request a VERIFICATION OF NON-FILING LETTER.

There are two ways to make the request:

1. Download and print a Verification of Non-Filing Letter
 - Go to [IRS.gov](https://www.irs.gov). You may have to enable popup windows.
 - Select "Request Online".
 - Select Tax Year **2018** under "Verification of Non-Filing Letter".
 - Follow the prompts to download and print your document.

For the '**Get Transcript ONLINE**' option, you must register for an account first. Once you are able to log in, select 'Higher Education/Student Aid' as the reason you need a transcript.

Note: This is typically not available if you have never filed taxes before. If this is the case, please use the paper request process detailed below.

2. Request by Mail

For the '**Get Transcript by Mail**' option, you must provide your social security number, date of birth and latest tax return mailing address.

- Download and print IRS Form 4506-T.
- Complete Lines 1-4 (See Instructions).
- Line 5 - DO NOT have your information mailed directly to Benedictine University.
- Line 7 - Check box 7 for "Verification of Non-filing".
- Line 9 - Enter the tax year requested, for example 12/31/2018.
- Sign and date the form and mail/fax to the appropriate office listed under "Chart for all other transcripts".

You should receive the document in 5 to 10 days or be prompted to download and print immediately. Once you receive the document, it can be submitted to the Office of Financial Aid via fax, email, mail, or in person.

For assistance with website issues, contact the [IRS.gov](https://www.irs.gov) website Help Desk at 1-800-876-1715.