

CONCORDIA UNIVERSITY

WISCONSIN & ANN ARBOR

How to Request a 2016 IRS Verification of Non-filing Letter

ONLINE REQUEST.

1. Log on to <https://www.irs.gov/individuals/get-transcript>
2. Select the "Get Transcript ONLINE button"
3. Request "Verification of Non-filing letter" for 2016
4. Once you have received your letter, print, sign, date, and submit the letter to Concordia University – Financial Aid.
Make sure to include the student's name and ID # on the letter

PAPER REQUEST

1. Download form, 4506-T from <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>
2. Complete lines 1 – 4 (do not have the form mailed to Concordia)
3. Check box for line #7 to request the Verification of Non-filing letter
4. Line #9, enter 12/31/2016
5. Check the signatory box stating that you have the authority to sign the 4506-T
6. Enter phone number, sign, and date the form
7. Mail or fax the completed form to the address/number listed on page 2 that corresponds with your state of residence
8. Once the 4506-T form is received/accepted by the IRS, the Verification of non-filing letter will be mailed within 10 business days
9. Sign the Verification of Non-filing letter and submit it to the Financial Aid Office at Concordia University. Make sure to include student's name and ID # on the letter.