



TOCCOA FALLS C O L L E G E

Office of Financial Aid

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Student Verification of Non-Filing

If you are an independent student who did not file taxes, you may be required to submit this document. To fulfill the requirement for the Student Letter of Non-Filing, you have two ways to obtain the document.

IRS Letter of Non-Filing (Mail or Digital)

- Go to <https://www.irs.gov/individuals/get-transcript>.
- Select either “Request Online” or “Request by Mail” and follow the subsequent prompts.
- By requesting a Tax Return Transcript through either method, the IRS will provide a Verification of Non-filing Letter if there is not a record of a tax return filed for the requested year.
 - This form will be provided in a pdf format immediately if the “Request Online” option was chosen.
 - This form will arrive in the mail within 2 weeks if the “Request by Mail” option was chosen.

IRS Letter of Non-Filing Form (4506-T)

- Go to <https://www.irs.gov/pub/irs-pdf/f4506.pdf>.
- You will need to fill out the 4506-T requesting your tax return for the correct tax year. You can answer “1040” for question 6.
- Mail the completed form to the IRS. The address is on the second page of the form under “Chart for all other transcripts, Mail or fax to:”
- If the IRS does not have a tax return on file for you, they will mail you a letter of non-filing.

If neither of these platforms work for you, please contact our office for assistance.

If you have any questions, feel free to call or email us (*see top of page*). If you would prefer, you can also schedule a Zoom meeting, in person meeting, or phone call with a member of our Financial Aid Team at <https://calendly.com/tfc-financial-aid/>.