

Instructions for Requesting a Verification of Non-Filing Letter from the IRS.

Students, their spouse (if applicable), and parents of dependent students are required to submit an IRS Verification of Non-Filing Letter for 2017 and the Non-Filing Statement Form, if they did not work or file a federal tax return in 2017. The Non-Filing Statement form is available on our website at www.schoolcraft.edu/financialaid.

Below are the options for requesting the IRS Verification of Non-Filing Letter.

Online Request – <https://www.irs.gov/individuals/get-transcript>

- Select “Get Transcript Online”
- Create an account
- 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). The transcript displays online upon successful completion of the IRS’s two-step authentication.
- Select a reason you need a transcript: “**Higher Education/Student Aid**” and Click “**GO**”
- In the **Return Transcript** box select “**2017.**”
- If you are successfully validated, you will be able to view your IRS Verification of Non-Filing. If you are not able to create an account online, you will have to request the form by phone or by paper.

By Phone – Call the IRS at 1-800-908-9946

- Follow the prompts to enter social security number and the numbers in your street address.
- Select “**Option 2**” to request a “**Return Transcript**” and then enter “**2017.**”
- Transcript is generally received within 10 business days from the IRS’s receipt of the telephone request.

If you do not receive a response from the IRS, we recommend that you contact the IRS at 1-800-829-1040 or visit a local IRS branch office. You can make an appointment at the Detroit branch office by calling 1-844-545-5640.

<https://www.irs.gov/individuals/tax-return-transcript-types-and-ways-to-order-them>