

# HOW TO ORDER A VERIFICATION OF NON-FILING LETTER OR TAX RETURN TRANSCRIPTS

If you have been selected for verification, you must submit a Verification of Non-Filing Letter from the Internal Revenue Service (IRS) or copies of your/your parent's tax return transcripts.

To obtain a Verification of Non-Filing Letter or Tax Return Transcripts, take one of the actions below:

## **Online**

1. Go to [www.irs.gov](http://www.irs.gov) and click on the "Get a Tax Transcript" under the Tools
2. Click Get Transcript Online. (If at any point, you cannot validate your identity – for example, you cannot provide financial verification information or you lack access to a mobile phone – you would want to use the Get Transcript by MAIL option).
3. Enter the social security number, email address, filing status, account numbers for loan or credit card associated with your name, and mobile phone associated with your name. This information will be used to verify your identity with the IRS.
4. Click "Continue".
5. Select "Verification of Non-Filing Letter" or "Tax Return Transcript" and in the tax year field select "2024":
6. If successfully validated, you will be able to view your IRS Verification of Non-Filing letter or Tax Return Transcript that can then be printed for submission.
7. Please add your student ID number and name to the letter/transcripts and bring it to the Financial Aid Office.

## **Telephone Request**

1. Available from the IRS by Calling 1-800-908-9946
2. Follow prompts to enter your Social Security Number and the numbers in the street address.
3. Select "Option 2" to request an
4. " IRS Verification of Non-Filing Letter" or "Tax Return Transcript" and then enter "2024" for the tax year.
5. If successfully validated, filers can expect to receive a paper IRS Verification of Non-Filing Letter or Tax Return Transcript at the address provided in their telephone request within 5 to 10 days from the time of request.
6. Please add your student ID number and name to the letter/transcripts and bring them to the Financial Aid Office.

## **In Person: (MUST make an appointment ahead of time)**

1. If you are in the Greenville, NC area, you may request your transcript or non-filer letter at the local IRS facility, 1930 3<sup>rd</sup> Avenue Ln SE, Hickory, NC 28602. Their phone number is 844-545-5640. Please call before you arrive due to their unpredictable schedule.