

## 2024-25 FAFSA Verification 2022 IRS Verification of Non-Filing Information

Office of Student Financial Services - One University Ave - Bourbonnais, IL 60914  
Phone: (815) 939-5245 Fax: (815) 939-5074 Email: studentfinance@olivet.edu

Your Free Application for Federal Student Aid (FAFSA) was selected for review in a process called “Verification.” Provide documentation needed to complete this verification process as soon as possible so that your financial aid will not be delayed. Please be aware that your financial aid eligibility may change based on verification.

You indicated on your 2024-25 FAFSA that you, your spouse, and/or your parent(s) will not file a 2022 IRS tax return. The student and spouse (independent students only), and parent(s) (of dependent students) who did not file are required to provide the Office of Student Financial Services with a Verification of Non-Filing from the IRS. Listed below are the instructions for two available options for requesting the letter from the IRS:

### Request Letter Online:

1. Go to <https://www.irs.gov/individuals/get-transcript>
2. Select “**Get Transcript Online**”
3. Log into your IRS account or create a new account.
4. Once you have successfully logged in, select “**Verification of Non-filing Letter**” and “**2022**” for the tax year.
5. You can then save the letter and upload it through Self-Service or mail it to the address listed at the top of this form.
6. **Please include the student’s NAME and ONU ID# on the letter.**

### Request Letter by Mail:

1. Go to <http://www.irs.gov/pub/irs-pdf/f4506t.pdf> and print the form.
2. Complete lines 1-4.
3. Enter the student’s ONU ID# on line 5.
4. Check the box to the right of line number 7 (Verification of Nonfiling).
5. Enter “12/31/2022” on line 9.
6. The tax payer must sign and date the form. You must also check the “attestation clause” above your signature or the form will be rejected by the IRS. If neither parent will file a 2022 tax return, each parent must request a Verification of Non-Filing letter from the IRS. If you are married and you or your spouse will not file a 2022 tax return, each non-filer must request a Verification of Non-Filing letter from the IRS.
7. Mail the form to the appropriate IRS address listed on page two of the form.
8. You should receive the Verification of Non-filing Letter in about 10 business days. Please forward a copy to the Office of Student Financial Services as soon as possible. **Please include the student’s NAME and ONU ID# on the letter.**

Please submit the Verification of Non-filing Letter with your Student and/or Parent Nontax Filing Form and a copy of your 2022 W-2(s), if applicable. You can download the appropriate form(s) at [www.olivet.edu/verification](http://www.olivet.edu/verification). Please make sure you select the form(s) for the correct FAFSA year, 2024-25.