

IRS Verification of Non-filing 2024-2025

As part of the verification process required by the U.S. Department of Education, parent(s) of dependent students and independent students who did not file a 2022 federal tax return must complete the following steps:

- ❖ Provide Consent on the FAFSA using the IRS Direct Data Exchange (DDX) even if you did not file 2022 tax returns. Steps are listed below.
- ❖ Non-tax filers who earned income from work in 2022 must indicate the amount(s) on signed **Verification Worksheet**.
- ❖ A signed and dated statement certifying you are not required to file a 2022 income tax return and the sources and amounts of earnings, other income, and resources that supported yourself for the 2022 tax year. For individuals without a Social Security number (SSN), Individual Taxpayer Identification Number (ITIN), or Employer Identification Number (EIN), that you do not have an SSN, ITIN, or EIN.
- ❖ Non-tax filers must request an IRS Verification of Non-filing of their 2022 tax return status, free of charge, by completing one of the following steps:
 - 1) **IRS website** – <https://www.irs.gov/individuals/get-transcript>
Using the IRS Get Transcript Service
 - 2) **Paper Request Form – IRS Form 4506-T**
Download IRS Form 4506-T at <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>
 - Complete lines 1 – 4, following the instructions on page 2 of the form.
 - Line 3: Enter the non-filer’s street address and zip code. Use the address currently on file with the IRS.
 - Line 5: Verification of Non-filing Letter should be mailed directly to non-filer.
 - Line 7: Select the checkbox on the right hand side for Verification of Non-filing.
 - Line 9: Year or period requested field, enter “12/31/2022”.
 - The non-filer must sign and date the form and enter their telephone number.
 - Mail or fax the completed IRS Form 4506-T to the address or fax number provided on page 2 of Form 4506-T.
 - If the 4506-T information is successfully validated, non-tax filers can expect to receive a paper IRS Verification of Non-filing Letter at the address provided on their request within 5 to 10 days.

Contributors Must Provide Consent and use the IRS Direct Data Exchange (FA-DDX)

- Login to <https://fafsa.gov>
- Go to My Activity, FAFSA Form 2024-25. Then click on Provide Consent.
- Provide Consent and Approval to retrieve and disclose **Federal Tax Information (FTI)**. With your consent and approval, FAFSA can obtain tax return information automatically from the IRS to help you complete your section of the FAFSA® form. If student, parents, or spouse don’t provide consent and approval, the student will not be eligible for federal student aid, including grants and loans. You must provide consent and approval even if you didn’t file a U.S. federal tax return or any tax return at all.
- Proceed to the Financials Section
- Sign and Complete Your Section