



## IRS VERIFICATION OF NONFILING ORDERING INSTRUCTIONS

2022-2023

### Financial Aid Office

1000 Rim Drive

Durango, CO 81301-3999

Phone: 970-247-7142

Fax: 970-247-7108

Email: [finaid\\_off@fortlewis.edu](mailto:finaid_off@fortlewis.edu)

Upload: [fortlewis.edu/faupload](https://fortlewis.edu/faupload)

We are required to collect the IRS Verification of Non-filing for all independent students and/or their spouses who did not file a 2020 federal tax return. We are required to collect the IRS Verification of Non-filing for parents and stepparents listed on the FAFSA and who did not file a 2020 tax return.

**STEP 1:** To obtain this verification, follow these steps:

1. Go to [www.IRS.gov](http://www.IRS.gov)
2. Click on "Search Forms & Instructions". Search for 'Form 4506-T'
3. Click on "Form 4506-T, Request for Transcript of Tax Return"
4. Print off form and complete:
  - top section of form, line 1a, 1b, and 3
  - Check mark box on line 7 (Verification of Non-filing)
  - On line 9 enter 12/31/2020
  - Sign and submit to the address/fax number listed on Page 2 of the 4506-T form.

All documentation requested must be received and reviewed before your financial aid can be finalized and disbursed. If you have questions or need assistance, or you do not receive the requested documentation in two weeks after submitting to the IRS, please contact the Financial Aid Office.