



FINANCIAL AID OFFICE TIFFIN UNIVERSITY

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INSTRUCTIONS ON REQUESTING TAX INFORMATION

REQUESTING A TAX RETURN TRANSCRIPT FOR 2022-2023 VERIFICATION

You will need your social security number, date of birth, a valid email address and the address on file with the IRS (normally this will be the address used when your 2020 IRS tax return was filed). Tax Return Transcripts arrive in five to ten calendar days at the address they have on file for you. *If you are married, and you and your spouse filed separate 2020 tax returns, you must submit tax return transcripts for both you and your spouse.*

1. Go to irs.gov.
2. Click on **GET YOUR TAX RECORD**.
3. You must choose how you would like to get your transcript (online or by mail).
4. Fill out the required information on the screen. The parent will do this for their transcript; the student will do this for their's. Once the personal information is confirmed make sure to choose **RETURN TRANSCRIPT** for the **2020** Tax Year.
5. If you filed an amended 2020 Federal Tax Return, please send us a copy of your 2020 1040X - signed by you.

REQUEST FOR VERIFICATION OF NON-FILING LETTER OR NON-FILING STATEMENT

Non-tax filers can request a Verification of Non-filing Letter from the Internal Revenue Service (IRS), free of charge. Dependent students are not required to submit Verification of Non-Filing letters.

1. Download the IRS Form 4506T at irs.gov/pub/irs-pdf/f4506t.pdf.
2. Print form off and complete lines one through four with your information. On line seven, check the box to indicate you would like to receive a Verification of Non-filing Letter, proof that you did not file a return for the year. On line nine, indicate the ending date on the year or period. For 2022-2023 verification, the date should be 12/31/2020.
3. Make sure to sign and date the form and check the box that says "Signatory attests ...".
4. Mail or fax the form to the correct location based on where you live. Use the second page of 4506T to determine this address or fax number.
5. The Verification Letter of Non-filing Letter will be mailed to you within 10 business days.
6. Once you received this letter, please send a copy to Tiffin University's Financial Aid Office.

VERIFICATION OF NON-FILING CONFIRMATION

I _____ made \$_____ in wages in 2020 and I will not and have not filed a 2020 Federal Tax Return. I have attempted to obtain the 2020 verification of non-filing letter from the IRS but I was unable to obtain the required documentation.

Student's Signature

Date

**** If you made anything greater than "\$0" zero, then we will need a copy of your 2020 W-2, along with this document.**