



Financial Aid Office  
1860 Lincoln Street  
6<sup>th</sup> Floor  
Denver, CO 80203  
Phone: 720-423-4700  
Financial.Aid@emilygriffith.edu  
EmilyGriffith.edu

## 2024 Instructions for Verification of Non-filing

Your 2026–2027 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. You stated that you, or someone in your household, did not file federal income tax in 2024. You will need to submit a 2024 Verification of Non-filing from the IRS to the Financial Aid Office. You can also use these instructions to obtain a 2024 Tax Return Transcripts. Below are the 2 options on how to obtain the 2024 Verification of Non-filing:

### How to request a Verification of Non-filing ONLINE:

Go to the IRS website at [www.irs.gov/individuals/get-transcript](http://www.irs.gov/individuals/get-transcript)

- Click “Sign in to your online account” and follow the directions.
  - If you already have an Individual Online Account account, sign in. If not, follow the instructions to create an account.
- Under "Return Transcripts" click on the link for the 2024 Verification of Non-filing Letter [PDF] or 2024 Return Transcript [PDF].
- Download the PDF and submit it to the Financial Aid Office.

### How to request a Verification of Non-filing by MAIL:

Fill out the IRS Form 4506-T on the IRS website at the following link: <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>

- Complete lines 1a-4 on the top portion of the form.
- Leave line 5 BLANK.
- Check box 7 for Verification of Non-filing.
- Complete line 9 using the date “12/31/2024”.
- Complete the signature section of the form and mail it

to: **Internal Revenue Service**

**RAIVS Team**

**P.O. Box 9941**

**Mail Stop 6734**

**Ogden, UT 84409**