

Mitchell College

437 Pequot Avenue, New London, CT 06320 Phone: 800-443-2811

Instructions to order a 2015 IRS Verification of Non-filing Letter

Since you indicated on the FAFSA that you did not and will not file a 2015 Federal Tax Return and you have been selected for verification by the Department of Education, please order a Verification of Non-filing Letter from the IRS.

Verification of Non-filing Letter provides proof that the IRS has no record of a filed Form 1040, 1040A or 1040EZ for the year you requested. It doesn't indicate whether you were required to file a return for that year.

Instructions:

- 1) *Form 4506-T- "Request for Transcript of Tax Return". You can print this form at <http://mitchell.edu/wp-content/uploads/2017/01/FORMS-2015-Verification-of-Nonfiling-4506-T.pdf>*
- 2) *Answer questions 1a through 4*
- 3) *Question 5 has been pre-populated with Mitchell College name and address*
- 4) *Check box to the right of number 7 to order a Verification of Non-filing*
- 5) *Number 9 has been pre-populated with the tax period 12/31/2015*
- 6) *People listed in question 1a and 2a must sign and date this form*
- 7) *Mail or fax the form to the appropriate IRS office. Use the address or fax number under "Chart for all other transcripts"*