



Non-Filing Form Information

A Verification of Non-Filing Letter (VONF) confirms your non-filing status and is required if you are a

- Parent of a Dependent Student
- Independent Student

* Dependent students do not need to verify their status as non-filing

How to Obtain a Verification of Non-Filing Letter

Online Option: <https://www.irs.gov/individuals/get-transcript>

Paper Option: <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>

- Check the box for Line 7 “Verification of Non-Filing”
- Enter the year or period requested in Line 9
- Check the attestation clause box under “Signature of Taxpayer”
- Sign and Date in the “Sign Here” section
 - Mail to: Internal Revenue Service
RAIVS Team
Stop 6705 P-6
Kansas City, MO 64999
 - Fax to: 855-821-0094

Once You Have Received the Non-Filing Letter

Upload Form via SEU’s Secure File Upload:

<https://www.steu.edu/secureupload>