

Your son/daughter's 2024-2025 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The Office of Financial Aid will compare the requested information against the information reported on the FAFSA before we make any financial aid awards. Please complete one of the options below within 30 days of this request. If there are differences between the FAFSA and the information on the IRS Verification of Non-filing letter, the FAFSA may need to be corrected.

You indicated on the FAFSA that you, and/or your spouse if you are married, **will not file and are not required to file a 2022 income tax return** with the IRS. As part of the verification process, you must submit IRS confirmation of your Non-filing status.

Parent(s): You can request your Verification of Non-filing Letter using the online or paper options below.

Request Online at [Get Your Tax Record](#), Get Transcript Online, Select Verification of Non-filing

Paper Request Form 4506-T:

- Download the form at <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>
- Complete items 1a – 4, if you are not married ignore the spouse lines
- Check Line 7 Verification of Non-filing
- Line 9 – enter 12/31/2022 for Year or period requested
- Check the box above the Sign Here that starts with, “Signatory attests that..”
- Sign and date the form

- Michigan Residents can fax** the completed form to 855-821-0094

- OR
- Mail the form to:**
 - Internal Revenue Service
RAIVS Team
Stop 6705 S-2
Kansas City, MO 64999

 - If you live in another state, please see the General instructions sheet for fax and mailing information.

- You will receive the letter in 5-10 days

- Please allow up to three weeks for financial aid office processing

Special Note: If you attempted and have been unable to get a Verification of Non-filing letter from the IRS, please contact our office for further assistance.

To upload your documents, log in to [MY Portal](#) at <https://myportal.madonna.edu>
Select Students > E-Forms > Financial Aid Upload