2017-18 FAFSA Verification
2015 IRS Verification of Non-Filing Information

Office of Financial Aid - One University Avenue - Bourbonnais, IL 60914-2345
(815) 939-5249 Fax: (815) 939-5074

Your Free Application for Federal Student Aid (FAFSA) was selected for review in a process called "Verification." Provide documentation needed to complete this verification process as soon as possible so that your financial aid will not be delayed. Please be aware that your financial aid eligibility may change based on verification.

You indicated on your 2017-18 FAFSA that you, your spouse, and/or your parent(s) will not file a 2015 IRS tax return. The student, spouse, and parent(s) who did not file are required to provide the Office of Financial Aid with a Verification of Non-Filing from the IRS. Listed below are the instructions for two available options for requesting the letter from the IRS:

Request Letter Online:

1. Go to **https://www.irs.gov/individuals/get-transcript**
2. Select **"Get Transcript Online"**
3. You will have to verify your identity before you can access your available transcripts. You will need to have a credit card (debit cards are not acceptable) or loan account and a cell phone in your name to successfully complete the verification process. If at any point you are unable to complete your identity verification, you will need to request the Verification of Non-Filing by mail (see below).
4. Once you have successfully verified your identity, select **"Verification of Non-filing"** and **"2015"** for the tax year when prompted.
5. You can then print the letter and fax it to 815-939-5074 or mail it to the address listed at the top of this form. You can also save the form to your computer as a .pdf file and then attach it to an email to this address: finaid@olivet.edu
6. **Please include the student's NAME and ONU ID# on the letter or in the text of your email.**

Request Letter by Mail:

1. Go to **http://www.irs.gov/pub/irs-pdf/f4506t.pdf** and print the form.
2. Complete lines 1-4.
3. Check the box to the right of line number 7 (Verification of Non-filing).
4. Enter "12/31/2015" on line 9.
5. At least one tax payer must sign and date the form.
6. Mail the form to the appropriate IRS address listed on page two of the form.
7. You should receive the Verification of Non-filing in about 10 business days. Please forward a copy to the Office of Financial Aid as soon as possible. **Please include the student's NAME and ONU ID# on the letter or in the text of your email.**

Please submit the Verification of Non-filing with your Student and/or Parent Nontax Filing Form and a copy of your 2015 W-2(s), if applicable. You can download the appropriate form(s) at www.olivet.edu/verification. Please make sure you select the form(s) for the correct FAFSA year, 2017-18.