

# Request a FREE 2021 Verification of Non-Filing Letter

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



## Get Your Non-Filing Letter – Online or by Mail

- ❖ Visit <https://www.irs.gov/individuals/get-transcript> and follow the instructions for the method you want to receive your non-verification letter.
- ❖ If unable to request online or log in to IRS account, print Form 4506-T, complete it and mail or fax to IRS RAIVS Team. May take up to 10 business days to receive the verification of non-filing letter.

***\*\*Please do NOT have your non-filing letter sent directly to Financial Aid Resources and Planning Services from the IRS\*\****

### Submit your letter to Financial Aid Resources and Planning Services

**Mail/Drop-off:** Western Technical College  
Financial Aid Resources and Planning Services  
400 7th Street North  
La Crosse, WI 54601

**Upload:** Submit your requested documentation through your MyFinAid account.  
Log into MyFinAid and click on "[Upload it now!](#)" The document must be in a jpg or pdf file.