



Office of Financial Aid
Verification of Non-Filing Letter Request Instructions
2024/2025

Federal regulations require independent students, parents, and spouses of independent students who did not file 2022 taxes to submit proof that they did not file by providing a Verification of Non-Filing Letter.

If you fit the above criteria, have been selected for verification, and did not file taxes in 2022, please follow these instructions:

1. Request a “Verification of Non-Filing Letter.” You can request your letter(s) of Non-Filing by one of the following methods:
 - a. If the non-filer has their own credit card account, auto loan, mortgage, home equity loan or line of credit, use the much faster “Get Transcript Online” option at www.irs.gov/transcript
 - b. Any non-filers who don’t have their own credit accounts, must complete the [IRS Form 4506-T](#) then mail or fax it to the IRS. You will want to check box 7 on the form.

(If you can’t use option A, you must use the IRS Form 4506-T because the IRS systems will not allow you to request this letter through any of their other request methods including the 800 number or their online “Get Transcript by Mail” option.)

After you receive your Non-Filing Letter from the IRS:

2. Make sure the document the IRS sent you includes your SSN or ITIN and is for the year 2022.

Federal aid regulations prohibit us from accepting an IRS RAIVS (13873-V) document because the standard IRS RAIVS document does not include a SSN or ITIN. Federal aid regulations insist that the IRS documentation must include the non-filer’s SSN or ITIN.
3. Write the student name and Hamline ID # (beginning with a 9) on the IRS letter.
4. Keep a copy of the letter for your records.
5. Submit the Non-Filing letter to the Hamline Financial Aid Office:

Fax: 651-523-2585
Email: finaid@hamline.edu
Address: Hamline University Financial Aid
MS-C1915
1536 Hewitt Ave.
St. Paul, MN 55104