

Your 2026-2027 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 2024 income tax return** with the IRS. As part of the verification process, you must submit IRS confirmation of your Non-filing status.

**Student: You can request your Verification of Non-filing Letter using the online or paper options below.**

**Request Online** at [Get Your Tax Records and Transcripts](#), Sign in to your online account, and Select Verification of Non-filing

**Paper Request Form 4506-T:**

- Download the form at <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>
- Complete Lines 1a – 4, if you are not married ignore the spouse lines
- Check Line 7 Verification of Non-filing
- Line 9 – enter 12/31/2024 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  
P. O. Box 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