



## Instructions for Requesting a Verification of Non-Filing Letter from the IRS

### Financial Aid & Scholarships

1500 University Drive  
Billings, MT 59101  
PH: 406.657.2188  
Fax: 406.657.1789  
[finaid@msubillings.edu](mailto:finaid@msubillings.edu)  
[www.msubillings.edu/finaid](http://www.msubillings.edu/finaid)

New federal regulations require some students, parents and/or spouses to submit proof that they did not file a federal tax return. This proof must come directly from the Internal Revenue Service (IRS) in the form of an **IRS Verification of Non-Filing Letter**. Below we have provided some instructions on how to request this documentation from the IRS:

- 1) Request a separate “**Verification of Non-Filing Letter**” to match each non-filing letter listed within your my Info secure area’s “Unsatisfied Requirements”:

Step 1: Select “my Info” located at the bottom of [www.msubillings.edu](http://www.msubillings.edu)  
Step 2: Select "Enter Secure Area" (follow online instructions to login)  
Step 3: Select "Financial Aid"  
Step 4: Select "My Eligibility"  
Step 5: Select the correct aid year  
Step 6: View the Unsatisfied Requirements

- 2) Request the letter(s) 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, we recommend using the much faster “**Request Online**” option at [www.irs.gov/transcript](http://www.irs.gov/transcript).
- b. If the non-filer does not have their own credit accounts or has never filed taxes with the IRS, they must complete the **IRS Form 4506-T** using the instructions below:
  - i. Go to <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>
  - ii. On line, **5** enter the student’s **MSUB student ID number to create a unique Customer File Number that will appear on the transcript**. The customer file number should not contain a SSN.
  - iii. Check **box 7 for Verification of Non-Filing letter**
  - iv. On line 9 enter **December 31<sup>st</sup>** for year or period requested (12/31/XXXX)
  - v. Check the box in the signature area to acknowledge you have the authority to sign and request the information. The IRS will not process the form if this box is unchecked.
  - vi. Sign and date the form
  - vii. Fax or mail the form to the IRS using the instructions located on the 2<sup>nd</sup> page of the form.

### After receiving your Non-Filing letter from the IRS:

- 3) Make sure that the document sent by the IRS includes the non-filer’s partial name and partial social security number (SSN).
- 4) Keep a copy of the letter for your records.
- 5) Write the **student’s name** and **MSUB ID #** on the IRS letter.
- 6) Submit a copy of the letter to the MSUB Financial Aid Office.