

2025 IRS Verification of Non-Filing

You have indicated that you, your spouse, or your parent(s) will not and are not required to file taxes for the 2025 tax year. Please submit the “2025 IRS Verification of Non-Filing” to the Office of Financial Aid.

- Available on the IRS website at www.irs.gov.
- In the Tools section on the homepage, click “Get Your Tax Record.”
- Click “Get Transcript Online” and follow all directions to create an account, if needed. Otherwise, please log into your account.
- Select “Higher Education/Student Aid” as the reason for getting a transcript.
- Click on the tax year needed (2025) under “Verification of Non-Filing Letter.”
- You can print the letter and/or save as a PDF.

Or, you may use the IRS Form 4506-T and check Box 7. The Form 4506-T should be mailed or faxed by you directly to the IRS, not to the Office of Financial Aid or Waldorf University.

Please Note: The IRS will not send a Verification of Non-Filing Letter directly to a third party, such as Waldorf University. Please make sure, if you use the Form 4506-T that you request that the information be sent directly to you.

If you attempt to obtain **IRS Verification of Non-filing** and are unable to obtain the required **documentation**, you may submit a signed and dated statement certifying that you attempted to obtain the **Verification of Non-filing** from the IRS and were (1) unable to obtain the required documentation and (2) have not filed and are not required to file a 2025 income tax return.

Please feel free to contact the Office of Financial Aid at 800.292.1903, extension 8892, or verification@waldorf.edu.