As part of the verification process for financial aid, the U.S. Department of Education requires that students and parents who did not file taxes for 2020 submit a letter of non-filing status from the IRS. The Verification of Non-filing Letter provides proof that the IRS has no record that a 1040/1040A/1040EZ was filed by you for the year you requested. It does not indicate whether you were required to file a return for that year.

To Request a 2020 Verification of Non-filing Letter, free of charge:

➢ **Mail**
- Go to **irs.gov**
- Select **Get Your Tax Record** from the **File** dropdown menu
- **Get Transcript by Mail**
- Follow prompts to enter your **Social Security Number**, **Date of Birth**, **Street Address** and **Zip**
- **Select Tax Year** of **2020**

➢ **Online** (*first-time users will need to create an account*)
- Go to **irs.gov**
- Select **Get Your Tax Record** from the **File** dropdown menu
- Click **Get Transcript Online**
- Select **Higher Education/Student Aid** for **the reason you need a transcript**
- Under **Return Transcript** section, select **2020**

➢ **Telephone**
- Call IRS at **1.800.908.9946**
- Follow prompts to enter your **Social Security Number** and the **numbers in your street address**
- Select **Option 2** to request the appropriate tax document and then enter **2020** for the tax year
- If successfully validated, you can expect to receive your documentation within 5-10 business days from the time of the request

Please make sure the student's first and last name and Lakeland ID number is written on each page before submitting the Verification of Non-filing Letter.

Documents may be returned:*

By Fax: 440.525.7704
By Mail: Lakeland Community College • 7700 Clocktower Drive • Kirtland, OH 44094-5198
By Secure Upload: Visit lakelandcc.edu/financialaid • Under Related LINKS (right side of page), select Financial Aid Documents Secure Upload link
In Person: Lakeland Student Service Center • located in Building A-1003

*Please do not send documents through email as it is not a secure format.