Lakeland
COMMUNITY COLLEGE

**Verification of Non-Filing Letter
Retrieval Instructions
2024-2025**

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 2022 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 requested.

To Request a 2022 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 **Return Transcript** as **Transcript Type**
  • **Select Tax Year** of **2022**

➢ **Online** *(first-time users will need to create an ID.me account)*
  • Go to **irs.gov**
  • Select **Get Your Tax Record** from the **File** dropdown menu
  • Click **Get Transcript Online**
  • You will have to request a code (it can be emailed or texted to you)
  • Select **Higher Education/Student Aid** for **the reason you need a transcript**
  • Under **Return Transcript** section, select **2022**

➢ **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 **2022** 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 RelatedLINKS (right side of page), select Financial Aid Documents Secure Upload link (myLakeland login credentials required)
In Person:	Lakeland Student Service Center	• located in Building A-1003

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