



IRS VERIFICATION OF NONFILING ORDERING INSTRUCTIONS 2024-2025

Skyhawk Station
1000 Rim Drive
Durango, CO 81301-0999
Phone: 970-247-7142
Toll Free: 1-800-352-7512
Fax: 970-247-7108
Email: finaid_off@fortlewis.edu
Upload: fortlewis.edu/faupload

We are required to collect IRS Verification of ~~Non~~ **Non** Filing for all independent students and/or their spouses who did not file a 2022 federal tax return. We are also required to collect IRS Verification of ~~ffiling~~ **ffiling** for parents and stepparents listed on the FAFSA and who did not file a ~~220~~ **220** federal tax return.

To obtain this verification, follow these steps:

1. Go to www.IRS.gov
2. Click "FindForms & Instructions" then search **f4506-T'**
3. Click on "Form 4506, Request for Transcript of Tax Return"
4. Print off form and complete
 - x top section of form, line 1a, 1b, and 3
 - x Check mark