

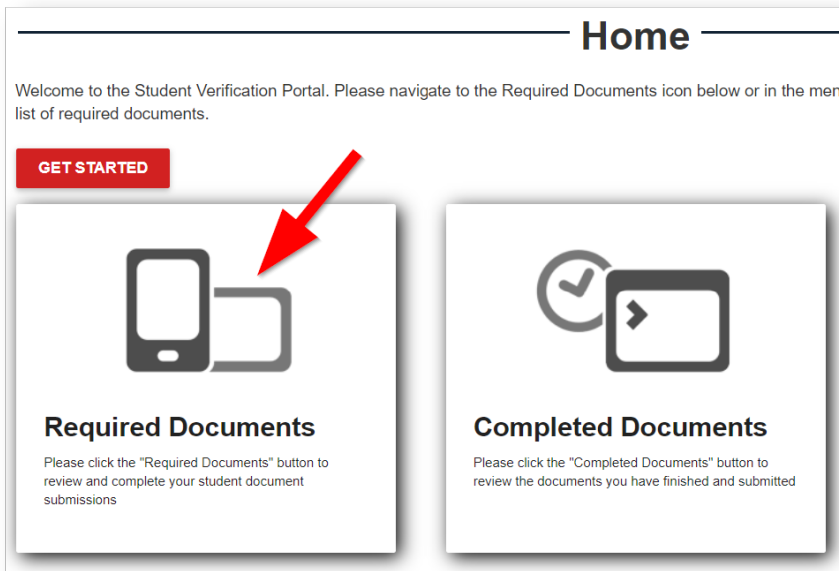
# How to Submit the IRS Letter of Non-filing



We are required to request this document when:

- you/your parent listed on the FAFSA that you did not file a 2020 tax return, OR
- you completed the Verification Worksheet and listed that you/your parent did not file a tax return for that year.

**There is no way to request this non-filing letter directly; rather you must request the Tax Return Transcript from the IRS and if a tax return is not on file, the IRS will send you this document.** Refer to the IRS Tax Return or Transcript Tab for directions on how to make the request.

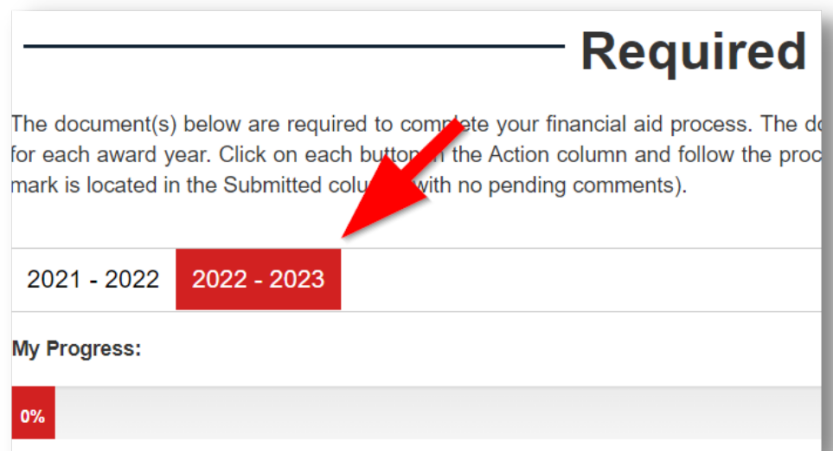


Access your verification portal - <http://www.financialaid.wisc.edu/verificationportal>

Log In with your UW-Madison NetID and password

Click on the **Required Documents** tile

Make sure to click on the correct academic year.



Then, click on **SUBMIT** next to the required document.

All required documents must be submitted and approved before the verification process can be completed.

Document	Classification	Action
2022-2023 Parent IRS Verification of Non-Filing Letter	Verification	<b>SUBMIT</b>

### Upload a File

Download Parent IRS Verification of Non-Filing Letter Form

Please select one of the following:

I am ready to upload

Please select the type of document you are uploading:

Parent IRS Verification of Non-Filing Letter

Please browse for files to upload:

**BROWSE...**

*PDF, JPG and TIFF files are accepted*

**UPLOAD** **CANCEL**

Select 'I am ready to upload'

Click **BROWSE** to find your document.

Click **UPLOAD** when done.