



2023-2024

IRS VERIFICATION OF NON-FILING

INSTRUCTIONS FOR INDEPENDENT STUDENTS

Your FAFSA application has been chosen for verification. The United States Department of Education requires schools to verify approximately one-third of all applications submitted to them. In order to complete your verification, NEO needs this worksheet in order to determine your eligibility for federal financial aid. Verification is a **process**, so as we review your documents we may ask for more information or documents to clarify any conflicting information. ***No federal financial aid can be awarded to you until all requested documents have been received, reviewed and processed.***

New federal regulations require us to collect proof of IRS non-filing status from students. Please follow the instructions below in order to get proof on non-filing from the IRS.

- Request a separate **Verification of Non-Filing Letter** for each request on the **Student Eligibility** tab in Self-Service (student, spouse, and/or parent(s))
- If the non-filer has their own credit card account, auto loan, mortgage, or some other form of credit, use the **Get Transcript Online** option at <https://www.irs.gov/individuals/get-transcript>. This is much faster.
- A non-filer who does not have any credit accounts can still get a transcript by mail by clicking on **Get Transcript by Mail** on the same webpage as above.
- Make sure you request a verification of non-filing for tax year 2021.
- If you are unable to get a transcript by the methods above, please contact the Office of Financial Aid at NEO for assistance.

After you receive your Non-Filing letter from the IRS:

- Make sure the document the IRS sent you includes your SSN or ITIN number ***printed on the form***.
 - Federal regulations prohibit us from accepting any document from the IRS that does not include the SSN or ITIN number.
- Write the **student name** and **ID #** on the Non-Filing letter.
- Keep a copy of the letter for your records.
- Submit the Non-Filing letter to the Office of Financial Aid at NEO.

Fax: 918-542-9759

Address: NEO Office of Financial Aid
200 I Street NE
Miami OK 74354