

LINDENWOOD

HOW TO REQUEST A VERIFICATION OF NON-FILING STATEMENT AND/OR A WAGE & INCOME TRANSCRIPT FROM THE IRS

- Go to www.irs.gov
- **First**, see if you can obtain the non-filing statement by clicking on “Get a transcript”.
- **Then**, select “Get Transcript Online” and follow the prompts to either create an account **OR** log into your IRS account.
- **If you are unable to print the non-filing statement online**, follow the steps below:
 - Click on “Contact Your Local IRS Office” button in the bottom left corner
 - Click “Taxpayer Assistance Center Office Locator”
 - Enter your zip code and select a mile radius to search for the office closest to you.
 - **Some offices are by appointment only** and will say that on the website. When clicking on the “By Appointment” button, the website will take you to a page that will give you the phone number to call to schedule an in person appointment.
 - Make sure to have your driver’s license with you when you go in person.

Per Department of Education regulations, for the purpose of verification, anyone who did not or was not required to file taxes in 2017 is required to turn in a Verification of Non-Filing statement from the IRS.

Per Department of Education regulations, for the purpose of verification, we cannot accept a Verification of Non-Filing statement dated prior to October 1, 2018.

*PLEASE write the student’s first and last name and student ID number on the top of all pages associated with your transcript, then either send the document(s) to the mailing address or fax number below, or upload documents to our secure file transfer site at:

<http://www.lindenwood.edu/admissions/student-financial-services/secure-file-transfer/>

Lindenwood University
Student Financial Services
209 S. Kingshighway
St. Charles, MO 63301
Phone: 636-949-4923
Fax: 636-949-4924

Lindenwood University-Belleville
Student Financial Services
2600 W. Main Street
Belleville, IL 62226
Phone: 618-239-6256
Fax: 618-239-6183