

## How to Request a Verification of Non-Filing Letter from the Internal Revenue Service

**ONLINE** (if available)

**OR**

**PAPER: Form 4506-T**



View and print immediately	Most requests are processed by the IRS within 10 business days
<ul style="list-style-type: none"> <li>▪ Go to the IRS website at <a href="http://www.irs.gov/individuals/get-transcript">www.irs.gov/individuals/get-transcript</a> .</li> </ul>	<ul style="list-style-type: none"> <li>▪ Go to the IRS website at <a href="http://www.irs.gov/form4506t">www.irs.gov/form4506t</a> .</li> </ul>
<ul style="list-style-type: none"> <li>▪ Click on “Get Transcript ONLINE.”</li> </ul>	<ul style="list-style-type: none"> <li>▪ Click on “Form 4506-T (PDF).”</li> </ul>
<ul style="list-style-type: none"> <li>▪ Under “Sign Up,” the non-filer selects “Create Account” to complete the registration steps – OR – under “Log In”, enters Username and selects “Log In”. To register, you will need:               <ul style="list-style-type: none"> <li>○ your Social Security Number (SSN), date of birth, filing status and mailing address (from latest tax return if filed previously),</li> <li>○ access to your email account,</li> <li>○ your personal account number from a credit card, mortgage, home equity loan, home equity line of credit or car loan, <b>and</b></li> <li>○ a text-enabled mobile phone with your name on the account. (you will be sent a text message with a security code when logging in).</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Complete lines 1 through 4 following the instructions on page 2 of the form.</li> <li>▪ Check the box in item 7 for Verification on Non-filing.</li> <li>▪ Complete item 9. In the year or period requested field, enter the ending date of the tax year you are requesting. (e.g. 12/31/2017 for tax year 2017)</li> <li>▪ Check the signatory authority box above the signature line.</li> <li>▪ The non-filer must sign and date the form and enter their telephone number.</li> </ul>
<ul style="list-style-type: none"> <li>▪ Follow the prompts to request a “Return Transcript” for the specific <b>Tax Year*</b> for which you would like the document.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Submit the completed Form 4506-T as instructed on page 2 of the form.</li> </ul>
<ul style="list-style-type: none"> <li>▪ An indicator of the availability of a Verification of Non-filing Letter will appear on the screen. Note: If the Verification of Non-filing Letter for the tax year is not listed, you will need to complete the Form 4506-T.</li> </ul>	<ul style="list-style-type: none"> <li>▪ If successfully validated, expect to receive the Verification of Non-filing Letter at the address included in your request within 10 business days from the time the request was submitted to the IRS.</li> </ul>

**\*Select the tax year you used to complete the Free Application for Federal Student Aid (FAFSA).**