

## Requesting a Verification of Non-Filing

If you have never filed a return with the IRS you must use the IRS form 4506-T or do not have the required information to pass the IRS security clearance, you will need to choose option 2 or 3 below.

### 1. Get an IRS Verification of Non-filing Letter Online

- Go to the [IRS website](#)
- Select “Get Your Tax Record”
- Click on the blue “Get Transcript ONLINE” button
- First time users follow the steps to create an account. Returning users should log in using the user name and password previously created.
- Once logged in select “Higher Education/Student Aid” from the drop-down box as the reason you need a transcript and enter your student ID Number for your “Customer File Number”, then hit ‘GO’
- From the options given to you select the “2021 Verification of Non-filing Letter”
- Your “Verification of Non-filing Letter” will open in a separate window. If it does not, you may need to change the pop-up settings on your browser.

### 2. Get an IRS Verification of Non-filing Letter by Mail

- Download [Form 4506-T](#)
- Complete the form and mail or fax the completed form to the appropriate address (or Fax number) provided on page 2. When using form 4506-T make sure you select option 7 “Verification of Non-filing”
- Provide your student ID number on line 5b for Customer File Number

### 3. Telephone Request

- Available from the IRS by calling 1-800-829-3676
- Follow the prompts to enter your SSN and the numbers in your street address. Generally, the address that was used on the latest tax return filed with the IRS
- Select Option 3 for “other tax information”
- Select Option 1 for “personal & individual tax questions”
- You will then be connected with an IRS employee to request a verification of non-filing letter.
- You will then be transferred to the appropriate department to process your request.