

## **Instructions for requesting a verification of non-filing:**

\*If you have never filed a return with the IRS you must use the IRS form 4506-T.

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

- Go to the IRS website <https://www.irs.gov/>
- Select *Get My 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
- From the options given to you select the 2016 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 the appropriate form at <http://www.irs.gov/pub/irs-pdf/f4506t.pdf> (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”

### 3. Telephone Request

- Available from the IRS by calling 1-800-908-9946
- 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 connect with an IRS employee to request verification of non-filing letter.
- You will then be transferred to the appropriate department to process your request.