

# How to Request IRS Verification of Non-Filing Status

2020-21

## How to Request IRS Verification of Non-Filing Status

As part of the new verification process for financial aid, it is required that an independent or a dependent student parents that do not file taxes submit a non-filing letter from the IRS. A non-filing letter will be necessary for all parties in the custodial household (student, parent 1, parent 2, etc) that did not file taxes.

## What is an IRS Verification of Non-filing Letter?

An IRS Verification of Non-filing Letter will provide proof from the IRS that there is no record of a filed tax form (1040, 1040A, or 1040EZ) for the year you have requested. For the 2020-2021 academic year you will be requesting a verification for the 2018 tax year.

Non Tax filers can request an IRS Verification of non-filing letter, free of charge from the IRS in one of three ways:

Please note if you filed a Puerto Rican or Foreign Income Tax return you must submit appropriate non-filing documentation from a relevant tax authority.

## Online Request

Available at with the **Internal Revenue Service Website**.

- Under Tools, click "get a tax transcript".
- Click "**Get Transcript ONLINE**" (If at any point, you cannot validate your identity - for example you cannot provide financial verification information or you lack access to a mobile phone - you would want to use the Get Transcript by MAIL option, see below for instructions).
- Enter the non-filer's Social Security Number (you can use your ITIN or EIN), e-mail address, filing status, account numbers for loan or credit card associated with your name, and mobile phone associate with your name. This information will be used to verify your identity with the IRS.
- Click "Continue".
- Select "**Verification of Non-filing Letter**" and in the tax year field select "**2018**".
- If successfully validated, you will be able to view your IRS Verification of Non-Filing letter that can then print it out for submission.

or

- Under Tools, click "**Get Transcript of your Tax Records**".
- Click "**Get Transcript by MAIL**".
- Enter the non-filer's Social Security Number (ITIN and EIN can be used), date of birth, street address and zip/postal code. Use the address currently on file with the IRS,
- Click "Continue".
- Select "**Verification of Non-filing Letter**" and in the tax year field, select "**2018**".
- If successfully validated, non-filers can expect to receive a paper IRS Verification of Non-filing Letter at the address included in your online request within 5 to 10 days.

## Telephone Request

Available from the IRS by Calling **1-800-908-9946**

- Follow prompts to enter your Social Security Number (ITIN and EIN can be used) and the numbers in the street address.
- Select "**Option 2**" to request an **IRS Verification of Non-filing Letter** and then enter "**2018**" for the tax year.
- If successfully validated, non-filers can expect to receive a paper IRS Verification of Non-filing Letter at the address provided in their telephone request within 5 to 10 days from the time of request.
- IRS Verification of Non-filing Letter requested by telephone cannot be sent directly to a third party.

## Paper Request Form - IRS Form 4506-T

### Download IRS Form 4506-T

- Complete Lines 1 - 4, following the instructions on page 2 of the form.
- Line 3: enter the non-filer's street address and zip/postal code.
- Line 5: provides non-filers with the option to have their IRS Verification of Non-filing Letter mailed directly to a 3rd party by the IRS.
- Line 7: Select the checkbox on the right hand side for Verification of Non-filing.
- Line 9: In the year or period requested field, enter "12/31/2018".
- The non-filer must sign and date the form and enter their telephone number.
- Mail or Fax the Completed IRS Form 4506-T to the address or FAX number provided on page 2 of form 4506-T.
- If the 4506-T information is successfully validated, tax filers can expect to receive a paper IRS Verification of Non-filing letter at the address provided on their request within 2-3 weeks.