

## How to Get an IRS Verification of Non-Filing Letter

### **IF YOU HAVE NEVER FILED TAXES:**

#### **THERE ARE ONLY TWO WAYS TO GET A VERIFICATION OF NON-FILING LETTER**

- 1: Submit a paper 4506T form (see instructions below for Postal Mail Request); or*
- 2. Make an appointment to visit your local IRS office in person*

### **Postal Mail Request for Verification of Non-Filing Letter (most reliable option)**

- Download and complete Form 4506T. The form is available at [www.IRS.gov](http://www.IRS.gov).
- Mail or fax the form to the IRS according to the instructions on the form.
  - The non-filing letter will be mailed to you within 10 business days.

### **Online Request for Verification of Non-Filing Letter**

- **Step One:** Visit [www.IRS.gov](http://www.IRS.gov).
- **Step Two:** Under tools, click “Get a Transcript.”
- **Step Three:** Proceed to “Get transcript Online.” Register to use the online service.
- **Step Four:** If your identity is successfully validated, click “Continue.” If you cannot validate your identity, use one of the alternative request methods.
- **Step Five:** Select “Verification of Non –filing Letter” and in the Tax Year, select “2016.”
  - **Step Six:** Print the letter and fax or mail it to the Financial Aid Office.

### **Phone Request for Verification of Non-Filing Letter**

- Contact the IRS to request a Letter of Non-Filing at 1-800-829-1040.

***\*The Verification of Non-filing letter contains your personal information.  
Do not email the letter to the Financial Aid Office.\****

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