

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.
- 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.
- **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 “2017.”
 - **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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