

How to Get an IRS Verification of Non-Filing Letter

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 “2018.”
 - **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.

IF YOU HAVE NEVER FILED TAXES:

You must Submit a paper 4506T form to get a Verification on Non-Filing letter

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

Florham Campus: 285 Madison Avenue M-MSO-02
Madison, NJ 07940-Phone (973) 443-8700-fax (973) 443-8534

Metropolitan Campus: 1000 River Road, T-KB1-04,
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