

## **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](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 “2021”
- **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,  
Teaneck, NJ 07666-Phone (201) 692-2363-Fax: (201) 692-2364

