How to Request IRS Verification of Non-filing Letter

Why is the IRS Verification of Non-Filing Letter Required?

Beginning with the 2017-2018 award year, if you were selected for a process called verification and you, spouse (if applicable) and/or your parent(s) did not file taxes for the 2015 tax year, the Department of Education requires each nontax filer to submit an IRS Verification of Non-filing Letter to your educational institution.

For Individuals who have never filed a tax return with the IRS:

There is only one option available: Use the IRS Form 4506-T - Paper Request Form.

How to complete the 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 or postal code.
- Line 7: Select the checkbox on the right hand side for Verification of Non-filing.
- Line 9: Year or period requested field, enter 12/31/2015.
- The non-filer must sign and date the form and enter their telephone number. Only one signature is required when requesting a joint IRS Verification of Non-filing Letter.
- 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 form 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 10 to 15 days.

How to request a Non-filing Letter if,

- I have never filed a tax return
- I have filed an IRS tax return in the past
- My parents live outside the U.S. and cannot obtain the IRS Verification of Non-filing Letter
For Individuals who have filed a tax return with the IRS anytime in the past:

There are 3 options available:

**Option 1: Online Request**

Available at [www.irs.gov](http://www.irs.gov)

- 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 may use Get Transcript by MAIL, see below)
- Enter the non-filer’s Social Security Number, email address, filing status, account numbers for loan or credit card associated with your name, and mobile phone associated with your name.
  - Click “Continue”
  - Select “Verification of Non-filing Letter” and in the Tax Year Field, select “2015”.
  - If successfully validated, you will be able to view your IRS Verification of Non-filing Letter.

**Option 2: Telephone Request**

Available from the IRS by calling 1-800-908-9946

- Non-filers must follow prompts to enter their social security number and the numbers in their street address. Generally this will be numbers of the street address that was listed on the latest tax return filed.
  - Select “Option 2” to request an IRS Verification of Non-filing Letter and then enter “2015”.
  - 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 10 to 15 days from the time of the request.
  - IRS Verification of Non-filing Letter requested by telephone cannot be sent directly to a third party by the IRS.

**Option 3: Use the IRS Form 4506-T**

- Complete line 1-4, following the instructions on page 2 of the form.
- Line 3: Enter the non-filer’s street address and zip or postal code. Use the address currently on file with the IRS, if previously filed taxes.
- Line 5 provides non-filers with the option to have their IRS Verification of Non-filing Letter mailed directly to a third party by the IRS. Do not have your IRS Verification of Non-filing Letter sent directly to UWF.
- Line 7: Select the checkbox on the right hand side for Verification of Non-filing.
- Line 9: Year or period requested field, enter 12/31/2015.
- The non-filer must sign and date the form and enter their telephone number. Only one signature is required when requesting a joint IRS Verification of Non-filing Letter.
- 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 form 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 10 to 15 days.