

IRS VERIFICATION OF NON-FILING LETTER HELP SHEET

Why is this document required?

If your financial aid award is selected for a process called verification, and you and/or your parent(s) did not file taxes for the tax year requested, the Department of Education requires you to submit an IRS transcript titled *Verification of Non-Filing Letter* to your educational institution.

This document provides proof that the IRS has no record of a filed Form 1040, 1040A or 1040EZ for the tax year you requested. It does not indicate whether you were required to file a return for that year.

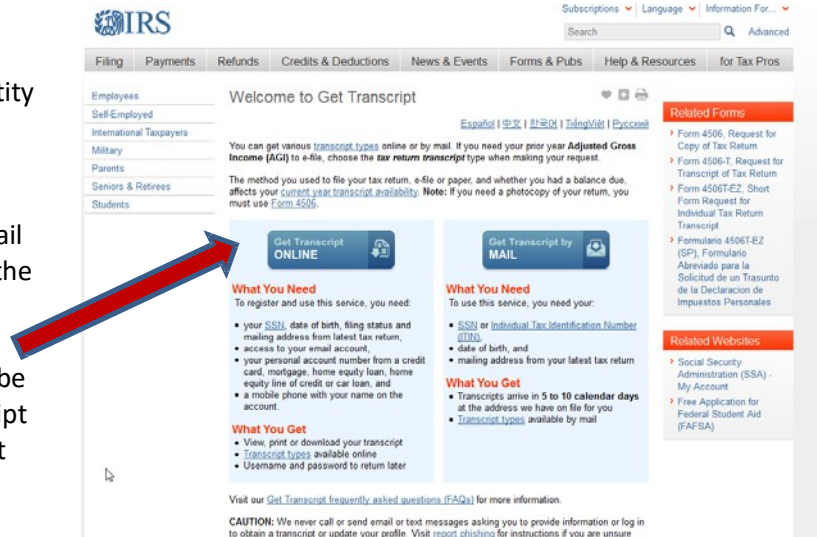
Request a **separate** "Verification of Non-Filing Letters" to match each Non-Filing Letter requested on your Checklist (student, parent(s) (if both parents did not file they each need a non-filing letter, and/or spouse).

How do I obtain the IRS Verification of Non-Filing Letter for submission?

There are three options available for obtaining the IRS *Verification of Non-Filing Letter*:

1. ONLINE at <https://www.irs.gov/individuals/get-transcript>, if you have verifiable credit history.

- Click "Get Transcript Online".
- Follow the instructions to verify your identity if you haven't used this service before.
- As you proceed through the screens, a confirmation code will be sent to your email address. You will need that code to enter the next screen.
- If the code you entered matches, you will be prompted to select the reason the transcript is needed. Please select Higher Ed/Student Aid and the tax year.
- If you are unable to view, print, or download your document online, you will have to request the *Verification of Non-Filing Letter* by mail or by phone.



First Time Users

If this is the first time you are using this online service, we will need to verify your identity before we proceed.

[GET STARTED >](#)

Returning Users

Log in below if you've previously registered through any of the following applications:

- Get Transcript
- Identity Protection PIN (IP PIN)
- Online Payment Agreement (OPA)
- ePostcard

Username
 Mask Username

[LOG IN >](#)

[Forgot Username](#)

2. PHONE the IRS Help Line at 1-800-829-1040. Follow the prompts to request the *IRS Verification of Non-Filing Letter*.

WARNING! By accessing and using this government computer system, you are consenting to system monitoring for purposes. Unauthorized use of, or access to, this computer system may subject you to criminal prosecution and pe

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3. **POSTAL MAIL** by completing [Form 4506-T](#). If the previous link does not work, the 4506-T is available at <https://www.irs.gov/individuals/get-transcript> in the “Related Forms” sidebar on the right side of the screen.

➤ Then click the Form 4506-T

Tips for filling out the 4506-T:

- At the top of the form it asks for the “Name shown on the Tax Return” (1a). Use an individual’s legal name (as shown on their Social Security Card) if they have never filed a tax return.
 - Check box 7 to indicate Verification of Non-Filing
 - Year or period requested (9) should be 12/31/(year requesting)
- Mail or fax the completed form to the IRS*. business days.

New Mexico Residents:

- Fax completed form to

855-298-1145

- Mail completed form to:

Internal Revenue Service

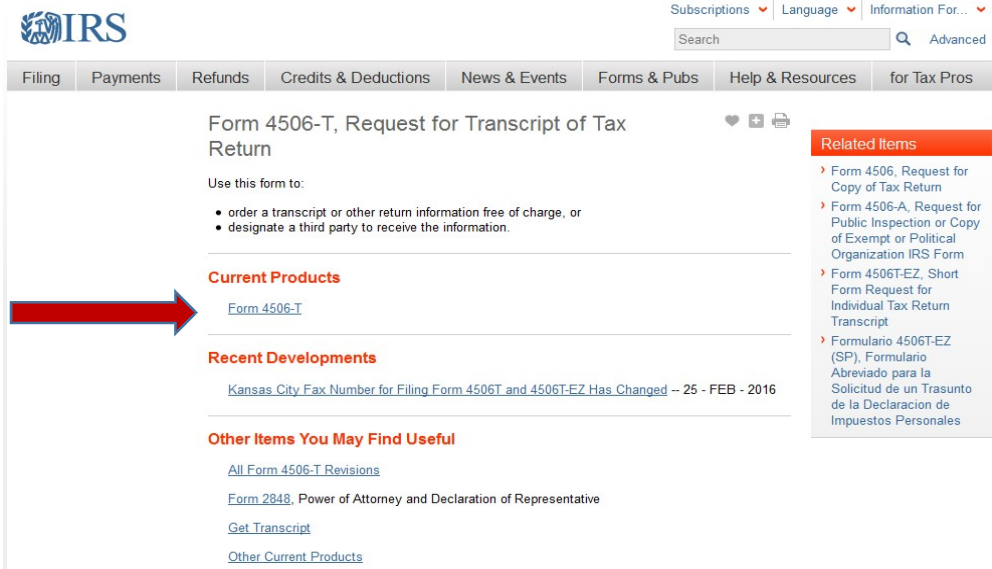
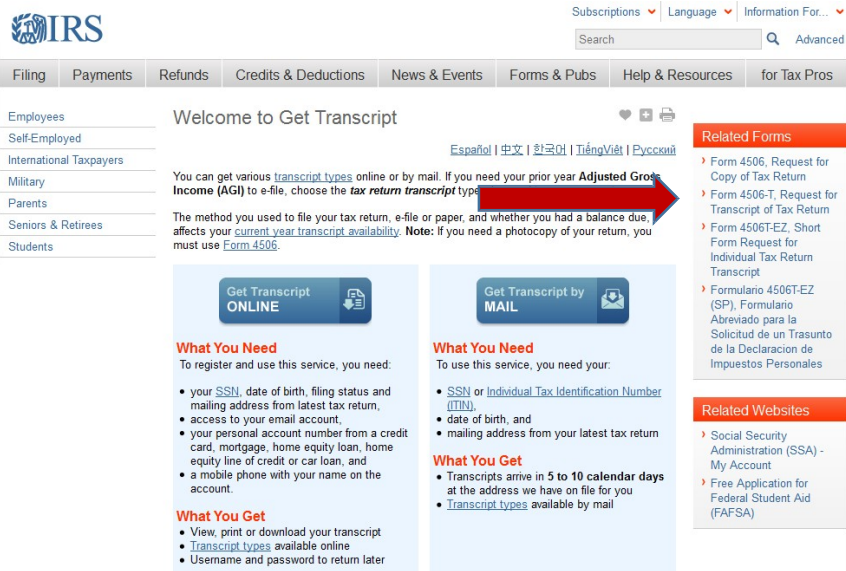
RAIVS Team

P.O. Box 9941

Mail Stop 6734

Ogden, UT 84409

** See page 2 of the 4506-T for address and fax numbers for other states.



Is there a cost to me to request the Non-Filing Letter?

No, the IRS provides the *Verification of Non-Filing Letter* service for free.

Request for Transcript of Tax Return

OMB No. 1545-1872

- ▶ Do not sign this form unless all applicable lines have been completed.
- ▶ Request may be rejected if the form is incomplete or illegible.
- ▶ For more information about Form 4506-T, visit www.irs.gov/form4506t.

Tip. Use Form 4506-T to order a transcript or other return information free of charge. See the product list below. You can quickly request transcripts by using our automated self-help service tools. Please visit us at IRS.gov and click on "Get a Tax Transcript..." under "Tools" or call 1-800-908-9946. If you need a copy of your return, use **Form 4506, Request for Copy of Tax Return**. There is a fee to get a copy of your return.

1a Name shown on tax return. If a joint return, enter the name shown first. Joe Eagle	1b First social security number on tax return, individual taxpayer identification number, or employer identification number (see instructions) XXXX-XX-XXXX
2a If a joint return, enter spouse's name shown on tax return.	2b Second social security number or individual taxpayer identification number if joint tax return
3 Current name, address (including apt., room, or suite no.), city, state, and ZIP code (see instructions) 123 Fake Street Twin Falls, ID 83301	
4 Previous address shown on the last return filed if different from line 3 (see instructions) 321 Previous Address Twin Falls, ID 83301	
5 If the transcript or tax information is to be mailed to a third party (such as a mortgage company), enter the third party's name, address, and telephone number.	

Caution: If the tax transcript is being mailed to a third party, ensure that you have filled in line 5 through the signing. Sign and date the form once you have filled in these lines. Completing these steps helps to protect your privacy. Once the IRS discloses your tax transcript to the third party listed on line 5, the IRS has no control over what the third party does with the information. If you would like to limit the third party's authority to disclose your transcript information, you can specify this limitation in your written agreement with the third party.

6 Transcript requested. Enter the tax form number here (1040, 1065, 1120, etc.). Check the appropriate box below. Enter only one tax form number per request. ▶ 1040

a Return Transcript, which includes most of the line items of a tax return as filed with the IRS. A tax return transcript does not reflect changes made to the account after the return is processed. Transcripts are only available for the following returns: Form 1040 series, Form 1065, Form 1120, Form 1120-A, Form 1120-H, Form 1120-L, and Form 1120S. Return transcripts are available for the current year and returns processed during the prior 3 processing years. Most requests will be processed within 10 business days.

b Account Transcript, which contains information on the tax account status of the taxpayer, such as payments made on the account, penalty assessments, and adjustments made by you or the IRS after the return was filed. Account information is limited to items such as tax liability and estimated tax payments. Account transcripts are available for most returns. Most requests will be processed within 10 business days.

c Record of Account, which provides the most complete information as a combination of the Return Transcript and the Account Transcript. Available for current year and 3 prior tax years. Most requests will be processed within 10 business days.

7 Verification of Nonfiling, which is proof to the IRS that you did not file a return for the year. Current year requests are only available after June 15th. There are no availability restrictions on prior year requests. Most requests will be processed within 10 business days.

8 Form W-2, Form 1099 series, Form 1098 series, Form 5498 series transcript. The IRS can provide a transcript that includes data from these information returns. Some financial information is not included with the Form W-2 information. The IRS may be able to provide this transcript information for up to 10 years of information. Current year information is generally not available until the year after it is filed with the IRS. For example, W-2 information for 2011, filed in 2012, will likely not be available from the IRS until 2013. If you need W-2 information for retirement purposes, you should contact the Social Security Administration at 1-800-772-1213. Most requests will be processed within 10 business days.

Caution: If you need a copy of Form W-2 or Form 1099, you should first contact the payer. To get a copy of the Form W-2 or Form 1099 filed with your employer, you must use Form 4506 and request a copy of your return, which includes all attachments.

9 Year or period requested. Enter the beginning date of the year or period, using the mm/dd/yyyy format. If you are requesting more than four years, enter the period in separate attachments. Enter Form 4506-T. For requests relating to quarterly tax returns, such as Form 941, you must enter each quarter separately.

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Caution: Do not sign this form unless all applicable lines have been completed.

Signature of taxpayer(s). I declare that I am either the taxpayer whose name is shown on line 1a or 2a, or a person authorized to obtain the tax information requested. If the request applies to a joint return, at least one spouse must sign. If signed by a corporate officer, 1 percent or more shareholder, partner, managing member, guardian, tax matters partner, executor, receiver, administrator, trustee, or party other than the taxpayer, I certify that I have the authority to execute Form 4506-T on behalf of the taxpayer. **Note:** This form must be received by IRS within 120 days of the signing date.

Signatory attests that he/she has read the attestation clause and upon signing declares that he/she has the authority to sign the Form 4506-T. See instructions.

Phone number of taxpayer on line 1a or 2a

Signature (see instructions) _____ Date _____

Sign Here

Title (if line 1a above is a corporation, partnership, estate, or trust) _____

Spouse's signature _____ Date _____



Internal Revenue Service

United States Department of the Treasury
1 AB 0.399 373

PHILADELPHIA, PA 19055-1498

Tracking ID: 1111111111
Date of Issue



007704 574914 211893 31644
tall

007704

----- Taxpayer's Name: [REDACTED]
----- Taxpayer Identification [REDACTED]
----- Tax Period or Periods: December, 2015
----- Return: 1040

Information About the Request We Received

Why We're Contacting You

We're contacting you to report on the status of the request we received.

Information About the Status of The Request

On January 03, 2017, your office submitted a request for taxpayer information.

We received a request dated January 03, 2017 for verification of non-filing of returns for above tax period or periods. We have no record of a filed Form 1040, 1040A, or 1040EZ using the above Social Security Number. You can consider this letter a verification of non-filing.

How To Contact Us

Please call us at 1-800-829-0922 if you have any questions regarding this letter or if you need additional information.

Sincerely Yours,

Patricia LaPosta, Director
Electronic Products & Svcs Support

Received

JAN 11 2017

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