

How to Request a Verification of Non-Filing Letter from the Internal Revenue Service

ONLINE (if available)

OR

PAPER: Form 4506-T



View and print immediately	Most requests are processed by the IRS within 10 business days
<ul style="list-style-type: none"> ▪ Go to the IRS website at www.irs.gov/individuals/get-transcript . 	<ul style="list-style-type: none"> ▪ Go to the IRS website at www.irs.gov/form4506t .
<ul style="list-style-type: none"> ▪ Click on “Get Transcript ONLINE.” 	<ul style="list-style-type: none"> ▪ Click on “Form 4506-T (PDF).”
<ul style="list-style-type: none"> ▪ If you have an existing IRS username, please create a new ID.me account as soon as possible. If you're a new user, please create an account with ID.me (ID.me instructions available here: https://help.id.me/hc/en-us/articles/360017922513-How-do-I-verify-my-identity-) 	<ul style="list-style-type: none"> ▪ Complete lines 1 through 4 following the instructions on page 2 of the form. ▪ Check the box in item 7 for Verification on Non-filing. ▪ Complete item 9. In the year or period requested field, enter the ending date of the tax year you are requesting. (e.g. 12/31/2019 for tax year 2019) ▪ Check the signatory authority box above the signature line. ▪ The non-filer must sign and date the form and enter their telephone number.
<ul style="list-style-type: none"> ▪ Once logged into your IRS account, follow the prompts to request a “Return Transcript” for the specific Tax Year* for which you would like the document. 	<ul style="list-style-type: none"> ▪ Submit the completed Form 4506-T as instructed on page 2 of the form.
<ul style="list-style-type: none"> ▪ An indicator of the availability of a Verification of Non-filing Letter will appear on the screen. Note: If the Verification of Non-filing Letter for the tax year is not listed, you will need to complete the Form 4506-T. 	<ul style="list-style-type: none"> ▪ If successfully validated, expect to receive the Verification of Non-filing Letter at the address included in your request within 10 business days from the time the request was submitted to the IRS.

***Select the tax year you used to complete the Free Application for Federal Student Aid (FAFSA).**