

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 your parent(s) did not file taxes for the 2016 tax year, the Department of Education requires you to submit an IRS transcript titled *Verification of Non-Filing Letter* to your educational institution.

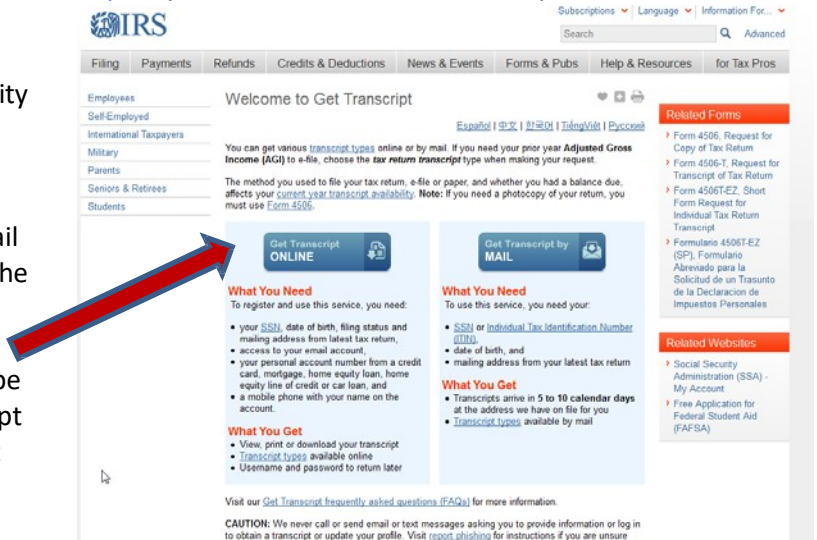
This document provides proof that the IRS has no record of a filed Form 1040, 1040A or 1040EZ for the tax year you requested. It does not indicate whether you were required to file a return for that year.

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*:

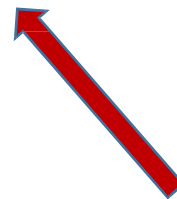
1. **ONLINE** at <https://www.irs.gov/individuals/get-transcript>, if you have verifiable credit history.

- 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.



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



[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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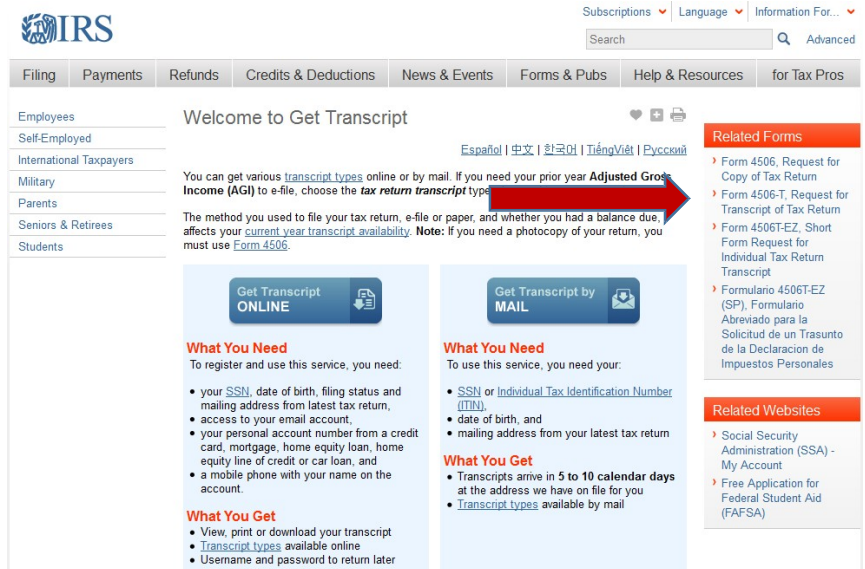


MAIL or FAX By completing [Form 4506-T](#). If the previous link does not work, the 4506-T is available at <https://www.irs.gov/individuals/get-transcript> in the “Related Forms” sidebar on the right side of the screen.

➤ Then click the Form 4506-T

Tips for filling out the 4506-T:

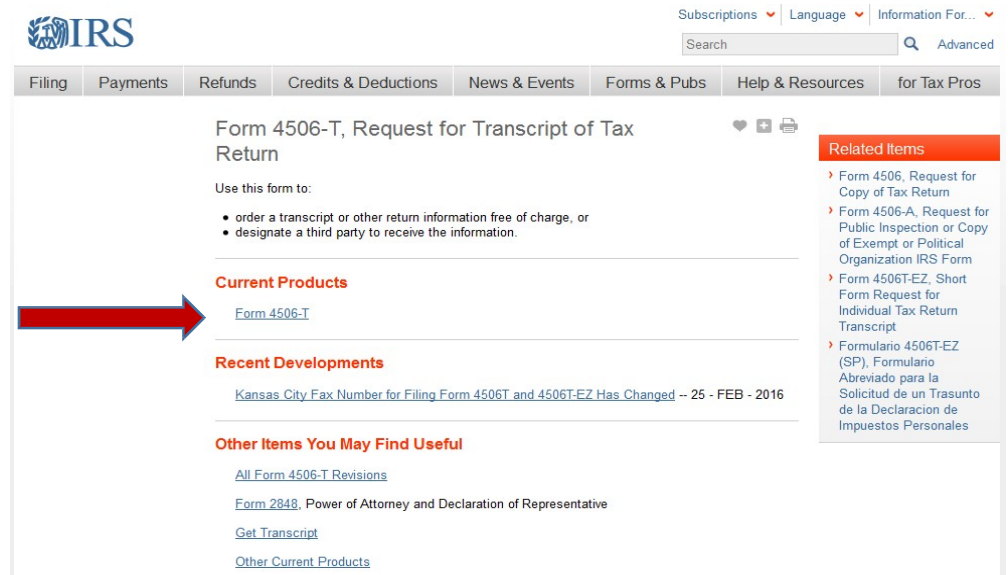
- At the top of the form it asks for the “Name shown on the Tax Return” (1a). Use an individual’s legal name (as shown on their Social Security Card) if they have never filed a tax return.
- Have the Non-Filing Letter mailed to you. The letter can be sent to a third party, however, it is not successful.
- Check box 7 to indicate Verification of Non-Filing
- Year or period requested (9) should be 12/31/2016



➤ Mail or fax the completed form to the IRS*. The Non-filing letter will be mailed to you in approximately 5-10 business days.

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.



Exception For 18-19 and 19-20 academic years only: If you are unable to obtain a letter from the IRS that verifies your non-filing status you may submit a signed and dated statement that indicates all of the following: you are not able to obtain the letter of non-filing from the IRS; you have not filed in the tax year we are requesting (either 2016 or 2017); and you have listed all your sources of income on the signed verification worksheet.