

## How to Request IRS *Verification of Non-Filing Letter* for 2023-24

### What is an IRS Verification of Non-filing Letter?

An IRS *Verification of Non-filing Letter* provides proof that the IRS has no record of a filed Form 1040 for the year requested. Non-tax filers can request an *IRS Verification of Non-filing Letter* of their 2021 tax return status from the IRS free of charge in one of three ways:

- Online
- Telephone
- By mail using Form 4506-T

Once you receive your IRS Verification of Non-filing Letter, sign and submit it to the Financial Aid Office if requested to do so. Be sure to include the student's name and VIP ID on the letter.

### Request Online at <https://www.irs.gov/>

1. From the main page of the IRS website, click "Get Your Tax Record".
2. If you don't have an existing IRS username or ID.me account, have your photo identification ready
3. Click on "Get Transcript Online" then log in or create an account
4. Select *Verification of Non-filing Letter* and in the Tax Year field, select 2021.
5. If successfully validated, you will be able to view your *IRS Verification of Non-filing Letter*.

### Telephone Request by Calling 1-800-908-9946

1. Users will follow the prompts to enter their social security number and the numbers in their street address. Generally, this will be the street address that was listed on the latest tax return filed.
2. Select "Option 2" to request an *IRS Verification of Non-filing Letter* and then enter "2021".
3. 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 5 to 10 days from the time of the request. Note that *IRS Verification of Non-filing Letter* requested by telephone cannot be sent directly to the school by the IRS.

### By Mail Using Form 4506-T

1. Down the IRS Form 4506-T at <https://www.irs.gov/forms-pubs/about-form-4506-t>
2. Complete lines 1 – 4 (follow the instructions on page 2) to enter your name, social security number, and address.
3. On line 7, select the checkbox on the right-hand side for Verification of Non-filing.
4. On line 9, enter the "Year or Period Requested". Enter "12/31/2021".
5. Read the attestation clause and complete the "Sign Here" section. Only one signature is required when requesting a joint *IRS Verification of Non-filing Letter*.
6. 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 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 5 to 10 days