

## **Instructions for requesting a verification of non-filing:**

\*If you have never filed a return with the IRS you must use the IRS form 4506-T.

### 1. Get an IRS Verification of Non-filing Letter Online

1. Go to the IRS website [www.irs.gov](http://www.irs.gov)
2. Under the *Tools* section on the website click on the *Get a Tax Transcript*
3. Click on the blue *Get Transcript ONLINE* button
4. First time users follow the steps to create an account. Returning users should log in using the user name and password previously created.
5. Once logged in select *Higher Education/Student Aid* from the drop down box as the reason you need a transcript
6. From the options given to you select the 2015 Verification of Non-filing Letter
7. Your Verification of Non-filing Letter will open in a separate window. If it does not, you may need to change the pop-up settings on your browser.

### 2. Get an IRS Verification of Non-filing Letter by Mail

1. Download the appropriate form at <http://www.irs.gov/pub/irs-pdf/f4506t.pdf> (4506-T)
2. Complete the form and mail or fax the completed form to the appropriate address (or Fax number) provided on page 2. When using form 4506-T make sure you select option 7 "Verification of Non-filing"

### 2. Telephone Request

1. Available from the IRS by calling 1-800-908-9946
2. Follow the prompts to enter your SSN and the numbers in your street address. Generally, the address that was used on the latest tax return filed with the IRS
3. Select *Option 3* for "other tax information"
4. Select *Option 1* for "personal & individual tax questions"
5. You will then be connect with an IRS employee to request verification of non-filing letter.
6. You will then be transferred to the appropriate department to process your request.