

## HOW TO GET AN IRS NON-FILING LETTER

An IRS Verification of Non-filing Letter - provides proof that the IRS has no record of a filed Form 1040, 1040A or 1040EZ for the year you requested. Non-Tax filers can request an IRS Verification of Non-filing of their tax return status, free of charge, from the IRS.

### **OPTION 1 - Use the IRS Form 4506-T**

- Complete lines 1-4, following instructions on page 2 of form
- Line 3; Enter the non-filer's street address and zip. Use the address currently on file with IRS.
- Line 5 provides option to have their IRS verification on Non-filing letter mailed directly to third party.
- Line 7; Select the checkbox on the right hand side for **verification of non-filing**
- Line 9; Year requested

The non-filer must sign and date form. Mail or fax form to the address provided and you should receive a paper IRS **Verification of Non-filing letter** within 10-15 days.

### **OPTION 2 - Telephone Request**

- Telephone Request - 1-800-908-9946
- Follow the prompts to enter SSN, and numbers in their street address.
- Select "Option 2" to request an IRS Verification of Non-filing letter and then enter prior year.
- You should receive letter within 10 to 15 days from the time of your request

### **OPTION 3 - Online Request**

Available at [www.irs.gov](http://www.irs.gov)

- Under Tools, click "Get your tax record"
- Click "**Get transcript online**" (You will need to create an account if you do not already have a login.)
- Enter the non-filer's Social Security Number, date of birth, email address, filing status.
- Click "Continue"
- Select "**Verification of Non-filing Letter**" and in the Tax Year field, select "**Year**".
- If successfully validated, you will be able to view your IRS Verification of Non-filing Letter.
- Sign and submit the IRS Verification of Non-filing Letter.

## **REQUEST IRS TAX TRANSCRIPT**

To use this service, you will need your FSA I.D., SSN, Date of birth, Filing status and Mailing address.

- Go to IRS.gov
- "Get you Tax Record"
- Click on "Get transcript online"
- Request by mail, click on "Get transcript by mail"
- Type in Parent of Student information