

***IRS Verification of Non-filing Letter** is required if the student and/or parent did not file and **were not required** to file a 2016 Income Tax Return with the IRS.

Verification of Non-Filing Letter

To request **IRS Tax Return Transcript** or **Verification of Non-Filing Letter**, go to: <https://www.irs.gov/individuals/get-transcript>

In order to use the “Get Transcript ONLINE” or “Get transcript by MAIL” options you must be able to provide:

- Mailing address from latest tax return,
- Your personal account number from a credit card, mortgage, home equity loan, home equity line of credit or car loan, and
- A mobile phone with your name on the account.

If you do not have the ability to provide all items listed above, please complete the 4506-T paper form and submit directly to the IRS either via fax or mail.

To obtain the IRS Verification of Non-Filing paper request click the link: [IRS 4506-T](#)

- Complete lines 1a through 4, following the instructions on page 2 of the form.
- Note that line 3 should be the most current address. It is the address where the IRS Verification of Non-Filing Letter will be sent, if line 5 is left blank.
- Line 5 provides non-filers with the option to have their IRS Verification of Non-Filing Letter mailed directly to a third party by the IRS.
- On line 7, select the checkbox on the right hand side for “Verification of Non-Filing”.
- On line 9, “Year or period requested”, enter 12/31/2016 for the 2016 tax year.
- The non-filer must sign and date the form and enter their telephone number. Student should sign form.
- Mail or fax the completed IRS Form 4506-T to the appropriate address or fax number provided on page 2 of the form. “Chart for all other transcripts”
- Non-filers can expect to receive their Verification of Non-Filing Letter within 5 to 10 days from the time the IRS receives and processes their signed request.