

# 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 the independent student or parent(s) of a dependent student 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.

## Is there a cost to me to request the Non-Filing Letter?

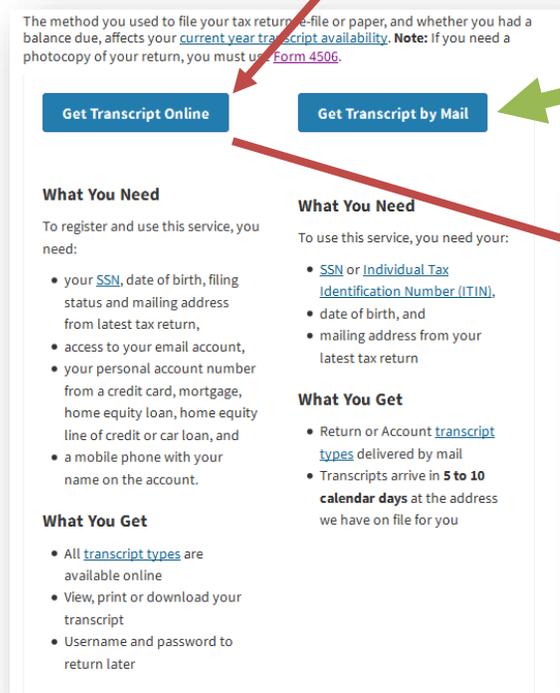
No, the IRS provides the *Verification of Non-Filing Letter* service for free.

## 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>

- Click “Get Transcript Online” if you have used the tool before and you have verifiable credit history. It will route you to a login screen.



The method you used to file your tax return—e-file or paper, and whether you had a balance due, affects your [current year transcript availability](#). **Note:** If you need a photocopy of your return, you must use [Form 4506](#).

**Get Transcript Online**      **Get Transcript by Mail**

**What You Need**  
To register and use this service, you need:

- your [SSN](#), date of birth, filing status and mailing address from latest tax return,
- access to your email account,
- 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.

**What You Get**

- All [transcript types](#) are available online
- View, print or download your transcript
- Username and password to return later

**What You Need**  
To use this service, you need your:

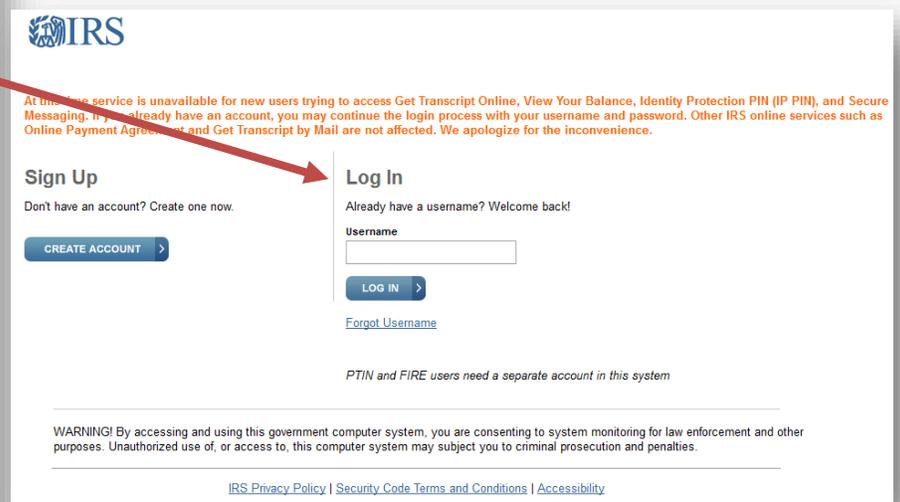
- [SSN](#) or [Individual Tax Identification Number \(ITIN\)](#),
- date of birth, and
- mailing address from your latest tax return

**What You Get**

- Return or Account [transcript types](#) delivered by mail
- Transcripts arrive in **5 to 10 calendar days** at the address we have on file for you

OR

- Click “Get Transcript by Mail” if you haven’t used this service before and/or do not have verifiable credit history.



**Sign Up**  
Don't have an account? Create one now.  
[CREATE ACCOUNT](#)

**Log In**  
Already have a username? Welcome back!  
Username  
  
[LOG IN](#)  
[Forgot Username](#)

PTIN and FIRE users need a separate account in this system

WARNING! By accessing and using this government computer system, you are consenting to system monitoring for law enforcement and other purposes. Unauthorized use of, or access to, this computer system may subject you to criminal prosecution and penalties.

[IRS Privacy Policy](#) | [Security Code Terms and Conditions](#) | [Accessibility](#)

- **If you requested a credit security freeze with Equifax, you may [request a temporary freeze lift](#) so you can continue to register for the Get Transcript Online service.** This won't guarantee your successful registration so you may want to try another way to order the transcript you need. Be sure to contact Equifax to resume the freeze unless you scheduled it to resume automatically.

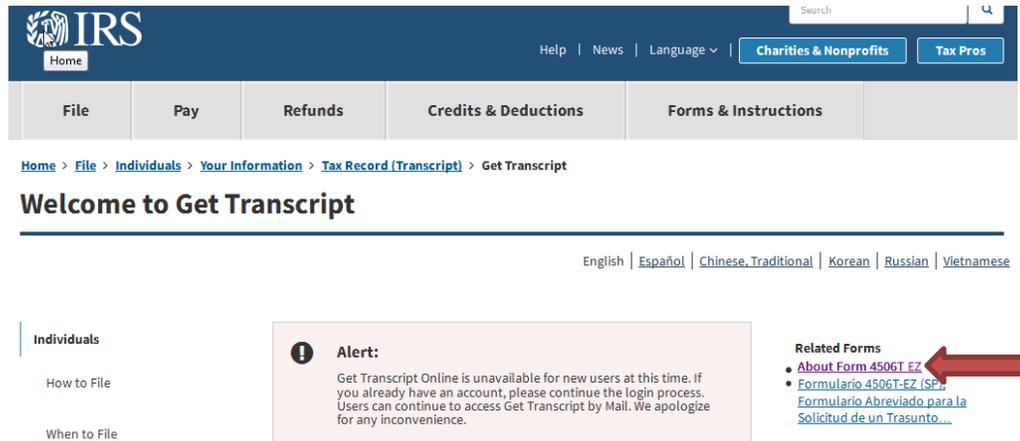
# IRS VERIFICATION OF NON-FILING LETTER HELP SHEET

- If you are unable to get your document online or by mail via the IRS Get Transcript service, you will have to request the *Verification of Non-Filing Letter* by phone or by completing a 4506T-EZ form.
- 2. **PHONE** the automated phone transcript service at 1-800-908-9946. Follow the prompts to request the *IRS Verification of Non-Filing Letter*. Please **allow 5 to 10 calendar days for delivery** after successful request.
- 3. **POSTAL MAIL** by completing [Form 4506T-EZ](#). If the previous link does not work, the 4506T-EZ is available at <https://www.irs.gov/individuals/get-transcript> by clicking “About Form 4506T-EZ” under the “Related Forms” menu.

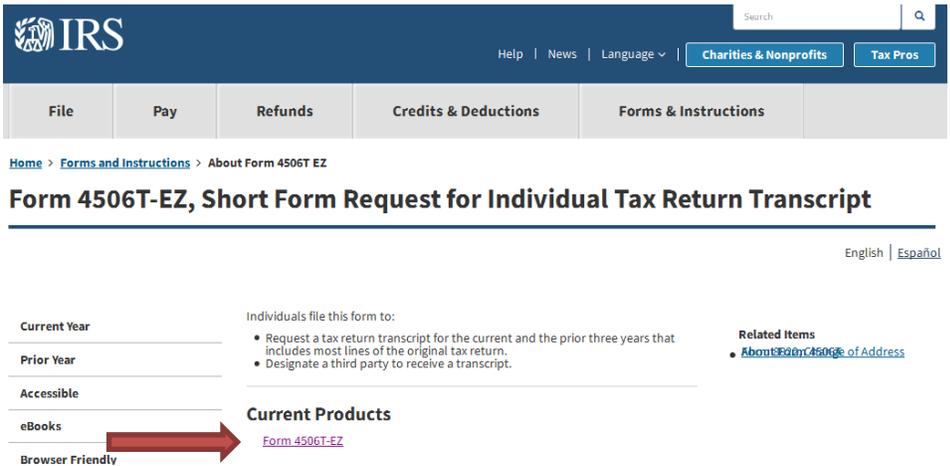
➤ Click the Form 4506T-EZ

### Tips for filling out the 4506T-EZ:

- 1a = legal name as shown on a Social Security Card if the individual has never filed a tax return.
- 3 = include the individual’s legal name before the current address.
- Have the tax document mailed to you. The document can be sent to a third party, however, this causes issues if the request fails.
- Year or period requested (9) should be 12/31/2016



- Mail or fax the completed form to the IRS\*. The document stating you did not file taxes will be mailed to you in approximately 5-10 business days.
- For additional assistance, please refer to the [Get Transcript frequently asked questions \(FAQs\)](#)



\*Oregon, California & Washington Residents:  
- Fax completed form to  
**885-800-8105**

- Mail completed form to:  
**Internal Revenue Service  
RAIVS Team  
Stop 37106  
Fresno, CA 93888**

\*\* See page 2 of the 4506T-EZ for address and fax numbers for other states.

**EXAMPLE**

Form **4506T-EZ**

**Short Form Request for Individual Tax Return Transcript**

OMB No. 1545-2154

(July 2017)

Department of the Treasury  
Internal Revenue Service

<sup>a</sup> **Request may not be processed if the form is incomplete or illegible.**  
<sup>a</sup> **For more information about Form 4506T-EZ, visit [www.irs.gov/form4506tez](http://www.irs.gov/form4506tez).**

**Tip.** Use Form 4506T-EZ to order a 1040 series tax return transcript free of charge, or you can quickly request transcripts by using our automated self-help service tools. Please visit us at [IRS.gov](http://IRS.gov) and click on "Get Transcript of Your Tax Records" under "Tools" or call 1-800-908-9946.

<b>1a</b> Name shown on tax return. If a joint return, enter the name shown first.  <b>Wally Pilot</b>	<b>1b</b> First social security number or individual taxpayer identification number on tax return  <b>000-00-0001</b>
<b>2a</b> If a joint return, enter spouse's name shown on tax return.	<b>2b</b> Second social security number or individual taxpayer identification number if joint tax return

**3** Current name, address (including apt., room, or suite no.), city, state, and ZIP code (see instructions)

**Wally Pilot, 1234 Your Address, Somewhere, OR 55555**

**4** Previous address shown on the last return filed if different from line 3 (see instructions)

**5** If the transcript is to be mailed to a third party (such as a mortgage company), enter the third party's name, address, and telephone number. The IRS has no control over what the third party does with the tax information.

Third party name	Telephone number
------------------	------------------

Address (including apt., room, or suite no.), city, state, and ZIP code

**Caution.** If the tax transcript is being mailed to a third party, ensure that you have filled in line 6 before signing. Sign and date the form once you have filled in this line. Completing this step helps to protect your privacy. Once the IRS discloses your IRS transcript to the third party listed on line 5, the IRS has no control over what the third party does with the information. If you would like to limit the third party's authority to disclose your transcript information, you can specify this limitation in your written agreement with the third party.

**6** **Year(s) requested.** Enter the year(s) of the return transcript you are requesting (for example, "2008"). Most requests will be processed within 10 business days.

2016

**Note.** If the IRS is unable to locate a return that matches the taxpayer identity information provided above, or if IRS records indicate that the return has not been filed, the IRS will notify you or the third party that it was unable to locate a return, or that a return was not filed, whichever is applicable.

**Caution.** Do not sign this form unless all applicable lines have been completed.

**Signature of taxpayer(s).** I declare that I am the taxpayer whose name is shown on either line 1a or 2a. If the request applies to a joint return, **either** spouse must sign. **Note:** This form must be received by IRS within 120 days of the signature date.

**Signatory attests that he/she has read the attestation clause and upon so reading declares that he/she has the authority to sign the Form 4506-T.** See instructions.

<b>Sign Here</b>	 Signature (see instructions)	11/01/2017 Date	Phone number of taxpayer on line 1a or 2a (123)456-7890
------------------	---	--------------------	--

 Spouse's signature	Date
---	------

Section references are to the Internal Revenue Code unless otherwise noted.

**Future Developments**

For the latest information about developments related to Form 4506T-EZ, such as legislation enacted after it was published, go to [www.irs.gov/form4506tez](http://www.irs.gov/form4506tez).

**Caution.** Do not sign this form unless all applicable lines have been completed.

**Purpose of form.** Individuals can use Form 4506T-EZ to request a tax return transcript for the current and the prior three years that includes most lines of the original tax return. The tax return transcript will not show payments, penalty assessments, or adjustments made to the originally filed return. You can also designate (on line 5) a third party (such as a mortgage company) to receive a transcript. Form 4506T-EZ cannot be used by taxpayers who file Form 1040 based on a tax year beginning in one calendar year and ending in the following year (fiscal tax year). Taxpayers using a fiscal tax year must file Form 4506-T, Request for Transcript of Tax Return, to request a return transcript.

Use Form 4506-T to request tax return transcripts, tax account information, W-2 information, 1099 information, verification of non-filing, and record of account.

**Automated transcript request.** You can quickly request transcripts by using our automated self-help service tools. Please visit us at [IRS.gov](http://IRS.gov) and click on "Get Transcript of Your Tax Records" under "Tools" or call 1-800-908-9946.

**Where to file.** Mail or fax Form 4506T-EZ to the address below for the state you lived in when the return was filed.

If you are requesting more than one transcript or other product and the chart below shows two different addresses, send your request to the address based on the address of your most recent return.

**If you filed an individual return and lived in:**

Alabama, Kentucky, Louisiana, Mississippi, Tennessee, Texas, a foreign country, American Samoa, Puerto Rico, Guam, the Commonwealth of the Northern Mariana Islands, the U.S. Virgin Islands, or A.P.O. or F.P.O. address

Alaska, Arizona, Arkansas, California, Colorado, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Utah, Washington, Wisconsin, Wyoming

Connecticut, Delaware, District of Columbia, Florida, Georgia, Maine, Maryland, Massachusetts, Missouri, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, South Carolina, Vermont, Virginia, West Virginia

**Mail or fax to the "Internal Revenue Service" at:**

RAIVS Team  
Stop 6716 AUSC  
Austin, TX 73301  
855-587-9604

RAIVS Team  
Stop 37106  
Fresno, CA 93888  
(855) 800-8105

RAIVS Team  
Stop 6705 P-6  
Kansas City, MO 64999  
855-821-0094

Transcripts of jointly filed tax returns may be furnished to either spouse. Only one signature is required. Sign Form 4506T-EZ exactly as your name appeared on the original return. If you changed your name, also sign your current name.

**Privacy Act and Paperwork Reduction Act Notice.** We ask for the information on this form to establish your right to gain access to the requested tax information under the Internal Revenue Code. We need this information to properly identify the tax information and respond to your request. If you request a transcript, sections 6103 and 6109 require you to provide this information, including your SSN. If you do not provide this information, we may not be able to process your request. Providing false or fraudulent information may subject you to penalties.

Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation, and cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by section 6103.

The time needed to complete and file Form 4506T-EZ will vary depending on individual circumstances. The estimated average time is: **Learning about the law or the form**, 9 min.; **Preparing the form**, 18 min.; and **Copying, assembling, and sending the form to the IRS**, 20 min.

If you have comments concerning the accuracy of these time estimates or suggestions for making Form 4506T-EZ simpler, we would be happy to hear from you. You can write to:

Internal Revenue Service  
Tax Forms and Publications Division  
1111 Constitution Ave. NW, IR-6526  
Washington, DC 20224

Do not send the form to this address. Instead, see *Where to file* on this page.

**Line 1b.** Enter your employer identification number (EIN) if your request relates to a business return. Otherwise, enter the first social security number (SSN) or your individual taxpayer identification number (ITIN) shown on the return. For example, if you are requesting Form 1040 that includes Schedule C (Form 1040), enter your SSN.

**Line 3.** Enter your current address. If you use a P.O. box, include it on this line.

**Line 4.** Enter the address shown on the last return filed if different from the address entered on line 3.

**Note.** If the address on lines 3 and 4 are different and you have not changed your address with the IRS, file Form 8822, Change of Address.

**Signature and date.** Form 4506T-EZ must be signed and dated by the taxpayer listed on line 1a or 2a. The IRS must receive Form 4506T-EZ within 120 days of the date signed by the taxpayer or it will be rejected. Ensure that all applicable lines are completed before signing.

*You must check the box in the signature area to acknowledge you have the authority to sign and request the information. The form will not be processed and returned to you if the box is unchecked*