

## Instructions for requesting the IRS Verification of Non-Filing Letter

### 1 - IRS Online Request: [www.irs.gov](http://www.irs.gov)

- Under Tools, click, “Get a Tax Transcript”
- Click “Get Transcript Online”
- You will need to confirm your identity before proceeding with request
  - First time users will need to create an online account to confirm identity
    - If you cannot create an online account, you can request the letter online using the “Get Transcript by MAIL” option (see option 2)
  - Returning users will use previously established user name with the IRS
- Once logged in, select "**Verification of Non-Filing Letter**" and in the Tax Year field, select "2015"
- If successfully validated, a copy of the IRS Verification of Non-Filing Letter should be available to print
  - If you are unable to print, a copy can be mailed to the address on online account within 5 to 10 days
- Student needs to submit a copy of this letter to The Solution Center

### 2 - IRS Online Request by Mail: [www.irs.gov](http://www.irs.gov)

- Under Tools, click "Get a Tax Transcript"
- Click “Get Transcript by MAIL”
- Enter the non-filer’s Social Security Number, date of birth, street address, and zip or postal code. Use the address currently on file with the IRS.
- Click “Continue”
- Select "**Verification of Non-Filing Letter**" and in the Tax Year field, select "2015"
- If successfully validated, non-filers can expect to receive a paper IRS Verification of Non-Filing Letter at the address included in their online request within 5 to 10 days
- Student needs to submit a copy of this letter to The Solution Center

## Other options for requesting the IRS Verification of Non-Filing Letter

### 3 - Telephone Request to the IRS: 1-800-908-9946

- Tax filers must follow prompts to enter their social security number and the numbers in their street address. Generally, this will be numbers of the street address listed on the latest tax return filed
- Select "**Option 2**" to request an **IRS Verification of Non-Filing Letter** and then enter "**2015**"
- 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
- Student needs to submit a copy of this letter to The Solution Center

### 4 - Paper Request Form – IRS Form 4506-T

Download IRS Form 4506-T at <https://www.irs.gov/pub/irs-pdf/f4506t.pdf> 

- Complete lines 1 – 4, following the instructions on page 2 of the form
- Line 7: Select the checkbox on the right hand side for Verification of Non-filing
- Line 9: Year or period requested field, enter "12/31/2015"
- The non-filer must sign and date the form and enter their telephone number. Only one signature is required when requesting a joint IRS Verification of Non-filing Letter.
- 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
- Student needs to submit a copy of this letter to The Solution Center