

2021-2022 How to Request IRS Verification of Non-Filing Letter

For the 2021/2022 academic year you will be requesting a verification letter for **2019**.

As part of the verification process for financial aid, the Department of Education requires that people who do **not** file taxes submit an IRS letter of non-filing status to TVCC. A non-filing letter will be necessary for all parties in the custodial household (i.e. student, parent 1, parent 2, spouse) that did not file taxes.

What is an IRS Verification of Non-Filing Letter?

An IRS Verification of Non-Filing Letter will provide proof from the IRS that there is no record of a filed tax form (1040, 1040A, or 1040EZ) for the year you have requested. You can request this form free of charge from the Internal Revenue Service (IRS) either by: online, phone or with a mail in form.

*Please note if you filed a Puerto Rican or Foreign Income Tax return you must submit appropriate non-filing documentation from a relevant tax authority.

Online Request

Available at the Internal Revenue Service Website: www.irs.gov

- Click "Get Your Tax Record".
- Click "**Get Transcript ONLINE**" (If at any point, you cannot validate your identity – for example you cannot provide financial verification information or you lack access to a mobile phone - you will need to use the Get Transcript by MAIL option, see below for instructions).
- Enter the non-filer's Social Security Number (you can use your ITIN or EIN), e-mail address, filing status, account numbers for loan or credit card associated with your name, and mobile phone associate with your name. This information will be used to verify your identity with the IRS.
- Click "Continue"
- Select "**Verification of Non-Filing Letter**" and in the tax year field select "**2019**"
- If successfully validated, you will be able to view your IRS Verification of Non-filing letter that can then be printed out and submitted physically or saved as a PDF file for email submission.

Paper Request

- Download IRS Form 4506-T from www.irs.gov/form4506t
- Complete Lines 1 – 4, following the instructions on page 2 of the form.
- Line 5: provides non-filers with the option to have their IRS Verification of Non-Filing Letter mailed directly to a 3rd party by the IRS.
- Line 7: Select the checkbox on the right hand side for Verification of Non-filing.
- Line 9: In the year or period requested field, enter "12/31/2019".
- The non-filer must sign and date the form and enter their telephone number.
- Above the signature line: Make sure that you check the signatory authority box.
- Mail or Fax the Completed IRS Form 4506-T to the address or FAX number provided on page 2
- If successfully validated, you will receive your IRS Verification of Non-Filing letter at the address provided on the request within 5 to 10 days.

Automated Telephone Request

- Call 1 (800)-908-9946
- Follow instructions when prompted
- If successfully validated, you will receive your IRS Verification of Non-Filing letter at the address provided during the request within 5 to 10 days.

Still having troubles??

How to fix address matching errors when ordering the Non-Filing letter online:

When entering the information into the IRS address matching system, note the following,

- The address entered must match the address already on file with the IRS exactly.
- The address on file is typically the address on your most recent tax return.
- Spelling out the word "STREET" rather than using the abbreviation "ST." can sometimes be enough to cause an error.
- Addresses on the IRS system are auto-corrected through a United States Postal Services software and may not match what you put on your tax return.

Following suggestions if you run into problems:

- Have your most recent tax return in front of you to enter the address carefully as it is on your return.
- If you have entered your address as it appears on your return and it does not work, try using the standardized version of your address.
 - To get a standardized version of your address go to the USPS website and search by Zip Code. Enter the address and click find.
- If you still have problems, the IRS.gov Website help desk can be reached at **1(800)-829-1040**

Monday through Friday: 7 am – 7 pm (Eastern Standard Time).