

## What is an IRS Verification of 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 2017 tax return status, free of charge, from the IRS in one of three ways:

- **Online**
- **By Telephone**
- **By Paper**

**Non-filing letters can be mailed or dropped off at our office. We are located at:**

Financial Aid Office  
205 Hahn Building  
1156 High Street  
Santa Cruz, CA 95064

### **ONLINE REQUEST**

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

### **GET TRANSCRIPT ONLINE**

1. Under Tools, click "**Get a tax transcript**"
2. Click "**Get Transcript ONLINE**" button
3. You will continue as either **First Time Users** or **Returning Users**
  - **First Time Users** will need to register in order to use this service. Follow instructions
  - **Returning Users** will login using their Username
4. Enter the following information
  - Non-filer's Social Security Number or Individual Tax Identification Number (ITIN)
  - Email Address
  - Filing Status
  - [Account numbers](#) for loan or credit card associated with your name
  - Mobile phone number associated with your name
5. Click "**Continue**" button
6. Select reason you need a transcript – Higher Education/Student Aid
7. Click "**Go**" button
8. Select "**Tax Transcript/Verification of Non-filing Letter**" and in the Tax Year field, select "**2017.**"
9. If successfully validated, you will be able to view your IRS Verification of Non-filing Letter.
10. Sign and submit the IRS Verification of Non-filing Letter to our office; make sure to include the student's name and student ID# on the letter.

## GET TRANSCRIPT BY MAIL

1. Under Tools, click "**Get a tax transcript**"
2. Click "**Get Transcript by MAIL**" button
3. Enter the following information for the non-filer
  - o Non-filer's Social Security Number or Individual Tax Identification Number (ITIN)
  - o Date of Birth
  - o Street Address
  - o Zip or Postal Code - Use the address currently on file with the IRS. ([Problems entering your street address?](#))
4. Click "**Continue**" button
5. **Type of Transcript**
  - o Select "**Tax Transcript/Verification of Non-filing Letter**" from drop-down menu
6. **Tax Year**
  - o Select "**2017**" from drop-down menu
7. 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.
8. Sign and submit the IRS Verification of Non-filing Letter to our office; make sure to include the student's name and student ID# on the letter.

## TELEPHONE REQUEST

Available from the IRS by calling **1-800-908-9946**

1. Select "**Option 1**" for English
2. Tax filers must follow prompts to enter their social security number
3. Follow prompts to enter the numbers in their street address that was listed on the latest tax return filed.
4. Select "**Option 2**" to request a **Tax Transcript/IRS Verification of Non-filing Letter** and then enter "**2017.**"
5. 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 calendar days from the time of the request.
6. IRS Verification of Non-filing Letter requested by telephone cannot be sent directly to a third party by the IRS.
7. Sign and submit the IRS Verification of Non-filing Letter to our office; make sure to include the student's name and student ID# on the letter.

## PAPER REQUEST FORM – IRS Form 4506-T

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

1. **Complete lines 1 – 4**, following the instructions on page 2 of the form.
2. **Line 3**: enter the non-filer's street address and zip or postal code. Use the address currently on file with the IRS. ([Problems entering your street address?](#))
3. **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. Do not have your IRS Verification of Non-filing Letter sent directly to the school

4. **Line 7:** Select the checkbox on the right hand side for **Verification of Nonfiling**.
5. **Line 9:** Year or period requested field, enter "**12/31/2017**."
6. 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.
7. Mail or fax the completed IRS Form 4506-T to the address (or FAX number) provided on page 2 of Form 4506-T. Refer to the "**Where to file**" section
8. 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 calendar days.
9. **Sign and submit** the IRS Verification of Non-filing Letter to our financial aid office; make sure to include the **Student's Name** and **Student ID#** on the letter.

### ***How to fix address matching problems when ordering 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 be enough to cause an error.
- Addresses on the IRS system are auto-corrected through a post office program and may not match what you put on your tax return.

### ***We suggest the following if you run into problems***

- Have your taxes in front of you and enter the address carefully as it is on your return.
- If you entered your address as it appears on your return and it doesn't work, try using the standardized version of your address.
  - To get a **standardized version of your address**:
    1. Go to [www.usps.com](http://www.usps.com)
    2. Click **Look Up a Zip Code**
    3. Enter **Street Address, City, and State**
    4. Click **Find**
- If you continue to experience problems, contact the **IRS.gov Website Help Desk**
  - **Toll-free 1-800-876-1715**
  - **Monday through Friday from 8:00 AM to 8:00 PM (Eastern Standard Time)**