



2024-2025 IRS Verification Non-Filing

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 for the year you requested.

Online Request – Available at www.irs.gov

- Under Tools, click “Get a tax transcript”
• 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 may use Get Transcript by MAIL, see below)
• Enter the non-filer’s Social Security Number, email address, filing status, account numbers for loan or credit card associated with their name, and mobile phone number associated with their name.
• Click “Continue”
• Select “Verification of Non-Filing Letter” and in the Tax Year field select “2022”
• If successfully validated, you will be able to view and print your IRS Verification of Non-Filing Letter
• Sign and submit the IRS Verification of Non-Filing Letter to the Financial Aid Office

Paper Request Form – IRS Form 4506-T can be downloaded at https://www.irs.gov/pub/irs-pdf/f4506t.pdf

- Complete lines 1-4 following the instructions on page 2 of the form
• On line 3, enter the non-filer’s street address and sip or postal code. Use the address currently on file with the IRS
• On line 7, select the check box on the right-hand side for Verification of Non-Filing
• On line 9, enter “12/31/2022” in the year or period requested field
• The non-filer must select the checkbox before the signature and date line of the form and enter their telephone number. Only one signature is required when requesting a joint IRS Verification of Non-Filing Letter
• If the 4506-T information is successfully validated, non-tax filers can expect a paper IRS Verification of Non-Filing Letter at the address provided on their request within 5-10 days.
• Sign and submit the IRS Verification of Non-Filing Letter to the Financial Aid Office

If unable to confirm non-filer status, the non-tax filer can provide a signed statement certifying that the individual attempted to obtain confirmation of non-filing from the IRS or other relevant tax authority and was unable to obtain the required documentation.

Check here to agree to the statement: I certify that I attempted to obtain confirmation of non-filing from the IRS or other relevant tax authority and was unable to obtain the required documentation.

Student Signature: Student ID #:

Parent Signature:

FAFSA Date: Delay 10 business days: Date: