

## How to Request an IRS Verification of Non-filing Letter

**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. Non-Tax filers can request this letter, free of charge, from the IRS in one of three ways:

### Online Request

1. Go to: <https://www.irs.gov/individuals/get-transcript>

**Note:** This is typically not available if you have never filed taxes before in prior years. If this is the case, please use the paper request process to the right.

2. 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 must use Get Transcript by Mail)

3. Follow instructions for creating an account or log in.

4. Select “**Verification of Non-filing Letter**” and in the Tax Year field, select tax year(s) being requested.

5. Submit the IRS Verification of Non-filing Letter to Hartwick College Financial Aid office. Make sure to include the student’s name and ID Number on the letter.

**Note:** If you need help, the IRS.gov Website help desk can be reached at 1-800-829-1040 (Monday through Friday) 7 am – 7 pm (Eastern Standard Time)

### Phone Request

1. Call the IRS at **1-800-908-9946**

2. Follow prompts to enter your SSN and address.

3. Select Option 2-- request to receive a transcript of your tax return.

4. Enter the tax year requested (2021, 2022, etc).

5. No customer file number is required for this process.

6. Confirm the details of your request before hanging up.

7. 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.

8. Submit the IRS Verification of Non-filing Letter to Hartwick College Financial Aid office. Make sure to include the student’s name and ID Number on the letter.

### Paper Request Form IRS Form 4506T-EZ

1. Download **IRS Form 4506T-EZ** at: <https://www.irs.gov/pub/irs-pdf/f4506tez.pdf>

2. Complete lines 1 – 4, following the instructions on page 2 of the form.

● Line 3: enter the street address and zip code. Use the address currently on file with the IRS.

- Line 4 and 5: Complete if applicable (see instructions on page 2 of the form)
  - Line 6: Enter the tax year requested (2021, 2022, etc)
3. 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.
  4. Mail or fax the completed IRS Form 4506T-EZ to the address provided on page 2 of Form 4506T-EZ.
  5. If the 4506T-EZ information is successfully validated, non 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.
  6. Submit the IRS Verification of Non-filing Letter to Hartwick College Financial Aid office. Make sure to include the student's name and ID Number on the letter.

**If you have attempted these methods and were unable to obtain an IRS Verification of Non-filing Letter, please contact our office.**