

IRS Verification of Non-Filing Request Process

The Department of Education FAFSA verification process requires verifying that a tax return, for the relevant person, for 2020 was not filed. Non-tax filers can request, free of charge, a Verification of Non-filing Letter from the IRS in one of three ways.

If you have tried to request the Verification of Non-Filing using the methods below, but were unsuccessful, please notify our office to find out other options for providing this required information.

Online Request

- Available on the IRS Web site at www.irs.gov
- On the homepage click “**Get Your Tax Record**”
- Click “**Get Transcript Online**” (If at any point, you cannot validate your identity – you may use 4506-T to get Verification of Non-filing by Mail, see below).
- Enter the Non-filer’s SSN, email address, filing status, account numbers for loan or credit card associated with your name, and mobile phone associated with your name.
- Click “**Continue**”
- Select “**Verification of Non-filing Letter**” and in the Tax Year field, select “**2020**”
- If successfully validated, you will be able to view your IRS Verification of Non-filing Letter.

Telephone Request by Mail

- Available from the IRS by calling **1-800-908-9946**
- Non-filers must follow prompts to enter their social security number and the number in their street address. Generally this will be numbers of the street address that was listed on the latest tax return filed. However, if an address change has been completed through the US Postal Service, the IRS may have the updated the address on file.
- Please note that the transcript will be mailed to the address that the IRS has on file. If your current address does not match what the IRS has on file, you will need to complete the 4506-T form (directions below).
- Select “**Option 2**” to request an IRS Verification of Non-filing Letter and then enter “**2020**”
- 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 with 10 to 15 business days from the time of request.
- IRS Verification of Non-filing Letter request by telephone cannot be sent directly to a third party by the IRS.

Paper Request Form by Mail – IRS Form 4506-T

- IRS Form 4506-T can be used to request an IRS Verification of Non-filing.
- Download at <https://www.irs.gov/pub/irs-pdf/f4506t.pdf> or you can find it under the ‘Forms & Instructions’ tab
- Complete lines 1-4, following the instructions on page 2 of the form. Line 3 should be the most current address as filed with the IRS. It is the address where the Verification of Non-filing will be sent. If the address has recently changed, include the address listed on the latest tax return filed on Line 4. However, if an address change has been completed through the US Postal Service, the IRS may have the updated address on file.
- Line 7 select the box for the **Verification of Non-filing**.
- Line 9 enter “**12/31/2020**” to receive the Verification of Non-filing for the 2020 tax year that is required for the 2022-2023 FAFSA.
- The tax non-filer must sign and date the form and enter their telephone number. Only one signature is required to request a transcript for a joint return.
- Mail or fax the completed IRS Form 4506-T to the appropriate address or fax to the number provided on page 2 under “Chart for all other transcripts”

***DO NOT have the forms sent directly to Chaminade, as they do not include your student ID number**

****If your address changed, you would need to use the 4506-T**