How to Request 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 requested.

Non-Tax filers can request an IRS Verification of Non-filing of their tax return status, free of charge, from the IRS in one of three ways:

- Online
- By Telephone
- By Paper

Note: If you typically would have 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 www.irs.gov

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 detailed below.

- 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 your name, and mobile phone associated with your name.
- Click "Continue"
- Select "Verification of Non-filing Letter " and in the Tax Year field, select the year, example 2019.
- If successfully validated, you will be able to view your IRS Verification of Non-filing Letter.
- Sign and submit the IRS Verification of Non-filing Letter, if requested, to Old Dominion University; make sure to include the student's name and University Identification Number (UIN) on the letter.

Telephone Request

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

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 detailed below.

- Non-filers must follow prompts to enter their social security number and the numbers in their street address. Generally this will be numbers of the street address that was listed on the latest tax return filed.
- Select "Option 2" to request an IRS Verification of Non-filing Letter and then enter the tax year requested.
- 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 days from the time of the request.

- IRS Verification of Non-filing Letter requested by telephone cannot be sent directly to a third party by the IRS.
- Sign and submit the IRS Verification of Non-filing Letter, if requested, to Old Dominion University; make sure to include the student's name and University Identification Number (UIN) 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

- Complete lines 1 – 4, following the instructions on page 2 of the form.
- Line 3: enter the non filer's street address and zip or postal code. Use the address currently on file with the IRS.
- 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 <u>not</u> have your IRS Verification of Non-filing Letter sent directly to Old Dominion University.
- Line 6: Enter tax form number 1040.
- Line 7: Select the checkbox on the right-hand side for Verification of Nonfiling.
- Line 9: Year or period requested field, enter "12/31/2018".
- 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.
- Mail or fax the completed IRS Form 4506-T to the address (or FAX number) provided on page 2 of Form 4506-T.
- 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 days.
- Sign and submit the IRS Verification of Non-filing Letter, if requested, to Old Dominion University; make sure to include the student's name and University Identification Number (UIN) on the letter.

How to fix address matching problems when ordering online

When entering the information into the IRS address matching system note the follow