



Verification of Non-Filing Guide

You may request an IRS Verification of Non-Filing letter through one of the following methods:

Online PDF Version (may not be possible for new users):

1. Visit <https://www.irs.gov/individuals/get-transcript>.
2. Please review all required information needed to use online service before proceeding.
3. Click “**Get Transcript Online.**”
4. Enter username and click “**Login.**” Enter password and click “**Submit.**” If you do not have an account, click “**Create Account.**” Please review all required information needed to use online service before proceeding. Follow steps to create account.
5. Select “**Higher Education/Student Aid**” as the reason you need a transcript.
6. Select “**Verification of Non-filing Letter**” and indicate **2018** in the tax year.
7. Once you have printed or saved the needed documents, sign out and close your browser.

Paper Request-IRS Form 4506-T:

1. Visit IRS website for copy of 4506-T form <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>.
2. Complete all sections, as applicable and **check Box 7- Verification of Non-filing.** Do NOT request the Non-filing letter be sent to a third party. You must have the Non-filing letter mailed directly to the individual.
3. On **Line 9** of the form 4506T, indicate that you are requesting the document for the tax year ending **12/31/2018.**
4. Sign, date, and mail or fax the form to the appropriate address on Page 2 of the form.

Verification of Non-filing must be dated on or after October 1, 2019, to be acceptable.

**** All 2018 W-2 forms are required to verify any earned income. ****