

How to Request a Statement of Non-Filing for 2018 from the IRS

1) Online Request – will be mailed to your home

Available at: <https://www.irs.gov/>

- Click "**Get your tax record**" button.
- Click "**Get Transcript by MAIL**" (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 would want to use the Get Transcript by MAIL option, see below for instructions).
- Create account with the IRS. Enter the non-filer's Social Security Number, e-mail address, filing status, account numbers for loan or credit card associated with your name, and mobile phone associate with your name. Log in. Click "Continue".
- For the reason you need a transcript, select "Higher Education"
- Select "**RETURN TRANSCRIPT**" and in the tax year field select "**2018**"

2) Mailing/faxing in a form to the IRS - Download IRS Form 4506-T:

<https://www.irs.gov/pub/irs-pdf/f4506t.pdf>

- Complete Lines 1 - 4, following the instructions on page 2 of the form.
- Line 5a: provides non-filers with the option to have their IRS Verification of Non-filing Letter mailed directly to Husson's Financial Aid Office.
- Line 5b: We recommend putting the student's school ID as the customer file number.
- Line 7: Select the checkbox on the right hand side for **Verification of Non-filing**.
- Line 9: In the year or period requested field, enter "**12/31/2018**".
- The non-filer **must** sign and date the form, check the box to the left, and enter their telephone number.
- 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 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.

*****When submitting forms to Husson, make sure the student's name is written on the form if the form is for a parent.**

Husson University Financial Aid Office

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