

How to Request IRS Verification of Non-Filing for 2016

1) Online Request – Can obtain either an instant PDF version or have it mailed

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

- For the instant PDF version:
 - 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 would want to use the Get Transcript by MAIL option, see below for instructions).
 - 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. This information will be used to verify your identity with the IRS.
 - Click "Continue".
 - Select "**Verification of Non-filing Letter**" and in the tax year field select "**2016**".
 - If successfully validated, you will be able to view your IRS Verification of Non-Filing letter that can then print it out for submission.

- **OR** -
- To have it mailed to your home:
 - Under Tools, click "**Get Transcript of your Tax Records**".
 - Click "**Get Transcript by MAIL**".
 - Enter the non-filer's Social Security Number (ITIN and EIN can be used), date of birth, street address and zip/postal code. Use the address currently on file with the IRS.
 - Click "Continue:
 - Select "**Verification of Non-filing Letter**" and in the tax years field, select "**2016**".
 - If successfully validated, non-filers can expect to receive a paper IRS Verification of Non-filing Letter at the address included in your online request within 5 to 10 days.

2) Over the Phone

Available from the IRS by Calling **1-800-908-9946**

- Follow prompts to enter your Social Security Number (ITIN and EIN can be used) and the numbers in the street address.
- Select "**Option 2**" to request an **IRS Verification of Non-filing Letter** and then enter "**2016**" for the tax year.
- 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 request.
- IRS Verification of Non-filing Letter requested by telephone cannot be sent directly to a third party.

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

https://www.irs.gov/pub/irs-pdf/f4506.pdf?_ga=1.79230109.889417182.1481040958

- Complete Lines 1 - 4, following the instructions on page 2 of the form.
- Line 3: enter the non-filer's street address and zip/postal code.
- Line 5: provides non-filers with the option to have their IRS Verification of Non-filing Letter mailed directly to Husson's Financial Aid Office by the IRS.
- 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 "**12/31/2016**".
- The non-filer must sign and date the form 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 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.

*****Submit the form to Husson's Financial Aid Office! Make sure the student's name is attached to the form if the form is for a parent.**

Husson University Financial Aid Office

1 College Circle Bangor, ME 04401

ph: 207.941.7156 fax: 207.992.4930 email: finaid@husson.edu