



## **Requesting 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, 1040A or 1040EZ for the year you requested. Non Tax filers can request an IRS Verification of Non-filing of their 2015 tax return status, free of charge, from the IRS in one of three ways:

### Online Request

Available at [www.irs.gov](http://www.irs.gov)

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 "**2015**".
- If successfully validated, you will be able to view your IRS Verification of Non-filing Letter.

OR

- Under Tools, click "Get Transcript of Your Tax Records"
- Click "Get Transcript by MAIL"
- Enter the non filer's Social Security Number, date of birth, street address, and zip or postal code.
- Click "Continue"
- Select "**Verification of Non-filing Letter**" and in the Tax Year field, select "2015".
- If successfully validated, non filers can expect to receive a paper IRS Verification of Non-filing Letter at the address included in their online request within 5 to 10 days.

### Telephone Request

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

- Tax 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 "**2015**".
- 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.

### 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.
- 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 not have your IRS Verification of Non-filing Letter sent directly to DePauw.
- Line 7: Select the checkbox on the right hand side for Verification of Nonfiling.
- Line 9: Year or period requested field, enter "12/31/2015".
- 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.