

2015 IRS Verification of Non-filing Letter

Department of Education Regulation

The Department of Education now requires that you provide us with a copy of a statement of non-filing for use in verifying the data on your FAFSA.

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, 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 by online, by phone, or by paper request. The online request and phone options are typically not available if you have never filed taxes before in prior years. If this is the case, you must use the paper request process.

Online Request

- Go to 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.
- Provide a copy of this letter to the Financial Assistance Office at Sauk Valley Community College.

Telephone Request

- Call the IRS at **1-800-908-9946**
- Non filers must follow prompts to enter their social security number and the numbers in their street address. Generally, this will be 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.
- Provide a copy of this letter to the Financial Assistance Office at Sauk Valley Community College.

Paper Request

- Locate the IRS 4506-T Form 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 offers 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 Sauk Valley Community College.
- 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.
- Provide a copy of this letter to the Financial Assistance Office at Sauk Valley Community College.

Still having problems? The IRS.gov Website Help Desk can be reached toll-free at 1-800-876-1715, Monday - Friday 8:00 a.m. - 8:00 p.m. (Eastern Time).