

How To Obtain An IRS Verification Of Non-filing Letter

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, for the year you requested.

Non-tax filers can request an IRS Verification of Non-filing Letter, free of charge, from the IRS in one of three ways:

Online

By Telephone

By Mail

We understand that obtaining a Verification of Non-filing Letter from the IRS may in some cases be difficult. If you are having trouble obtaining this document, you may [contact the IRS](#) directly. **Note:** If you typically would have filed a Puerto Rican or Foreign Income Tax Return you must submit appropriate non-filing documentation from a relevant tax authority.

If you have trouble entering your street address into an online form, try these [address matching suggestions](#).

Once you receive your IRS non-filing letter, forward it to the Lake Erie College Financial Aid office along with your Verification Worksheet.

Mail: Lake Erie College
Financial Aid Office
391 W Washington St
Painesville, OH 44077

Email: finaid@lec.edu

FAX: 440-375-7103

Please note, the IRS will not forward your request to a third-party. The non-filer letter will be mailed to the home address indicated on the federal tax return.

Online Request

Available at www.irs.gov/individuals/get-transcript.

Note: This is typically not available if you have never filed taxes before in prior years. If this is the case, please use the paper request process detailed below.

- 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)
- Follow instructions for creating an account or log in. To create an account, you will need your Social Security Number or Individual Tax Identification Number, email address, birthdate, mailing address from latest tax return, tax filing status, [account number](#) for loan or credit card associated with your name, and mobile phone associated with your name.
- Select “**Verification of Non-filing Letter**” and in the Tax Year field, select the tax year. If successfully validated, you will be able to view and print your non-filing letter.

Telephone Request

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

- 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.

Paper Request Form – IRS Form 4506-T

Download IRS Form [4506-T](#).

- 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. [Problems entering your street address?](#)
- 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 Lake Erie College as it won’t be sent.
- **Line 7: Select the checkbox on the right hand side for Verification of Non-filing.**
- Line 9: Year or period requested field, enter “12/31/2018”.
- 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.

- Check the box in the signature area to acknowledge you have the authority to sign and request the information. The form will not be processed and returned to you if the box is unchecked.
- 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.

How to fix address matching problems when ordering online

When entering the information into the IRS address matching system note the following:

- The address entered must match the address already on file with the IRS exactly.
- The address on file is typically the address on your most recent tax return.
- Spelling out the word “street” rather than using the abbreviation “st.” can be enough to cause an error.
- Addresses on the IRS system are auto-corrected through a post office program and may not match what you put on your tax return.

We suggest the following if you run into problems:

- Have your taxes in front of you and enter the address carefully as it is on your return.
- If you entered your address as it appears on your return and it doesn't work, try using the standardized version of your address.
- To get a **standardized version of your address**: 1) go to www.usps.com 2) Click Look Up a Zip Code 3) Enter Street Address, City, State 4) Click Find
- If you still have problems, the IRS can be reached at 1-800-829-1040, Monday through Friday, 7am to 7pm. You may also be able to make an appointment at an [IRS Taxpayer Assistance Center](#).