Verification of Non-Filing Letter
2020-2021

Independent students and parents of dependent students who are Non Tax Filers must also submit a **"Verification of Non Filing Letter" from the IRS** in addition to the Non-Tax Filer Statement. This letter can be requested free of charge in one of three ways.

For Individuals who have filed a tax return with the IRS ANYTIME in the past:

- **Phone**: Call 1-800-908-9946. You will be put through a series of prompts to place your order. Be sure you request a "Verification of Non Filing Letter".

- **Online:** If the non-filer has their own credit card, auto loan, mortgage, home equity loan or line of credit, they can request a transcript online. Be sure to have at least one of these account numbers with you when making the request.
  - Go to www.irs.gov
  - Click *Get Your Tax Record*
  - Click *Get Transcript Online*
  - Either create an account or log in
  - Follow the prompts until you get to the "Get Transcript" page
  - Select *Verification of Non-filing Letter* for **2018**
  - If successfully validated, you will be able to view your IRS Verification of Non-filing Letter.
  - Print and submit this letter to our office.

For Individuals who have NEVER filed a tax return with the IRS:

- **Request Form by Mail or Fax**
  - 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. Use the address currently on file with the IRS.
  - 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. Keep this blank, **do not** have your IRS Verification of Non-filing Letter sent directly to QCC.
  - 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.
  - 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, you can expect to receive a paper IRS Verification of Non-filing Letter at the address provided on their request within 5 to 10 days.

Individuals who lived outside of the United States:

The tax authority of that country must provide documentation that indicates the individual did not file taxes. If such documentation does not exist, or if the individual is unable to obtain the documentation, the individual may submit a signed and dated statement stating either that the tax authority does not provide such documentation or that the individual was unable to obtain the documentation after contacting the tax authority.

Important: *Include the student's QCC ID number on all Non-Filer documents. If the form you receive from the IRS does not have identifying information, also include the Non-Filer's name and last 4 digits of their Social Security Number.*

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