

# How to Request IRS Verification of Non-filing Letter, 2023-24

## What is an IRS Verification of Non-filing Letter?

An IRS Verification of Non-filing Letter - states that the IRS has no record of a processed Form 1040-series tax return as of the date of the request. It doesn't indicate whether you are required to file a return for that year. This letter is available after June 15 for the current tax year or anytime for the prior three tax years using Get Transcript Online or Form 4506-T. Use Form 4506-T if you need a letter for older tax years.

Note: If you filed a Puerto Rican or Foreign Income Tax Return you must submit appropriate non-filing documentation from a relevant tax authority.

## Who must request a Non-filing Letter?

- For a dependent student, each parent who did not file a tax return in 2021
- For an independent student, the student and/or spouse who did not file a 2021 tax return

## How to Request a Non-filing Letter

### 1. Online Request (Recommended Method)

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

- Under Tools, click "**Get Your Tax Record**"
- 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 "**2021**".
- If successfully validated, you will be able to view your IRS Verification of Non-filing Letter.
- Sign and submit the IRS Verification of Non-filing Letter to MSUN; make sure to include the student's name and STUDENT ID on the letter.

OR

- Click "Get Transcript by MAIL"
- Enter the non-filer's Social Security Number, date of birth, street address, and zip or postal code. Use the address currently on file with the IRS.
- Click "Continue"
- Select "**Verification of Non-filing Letter**" and in the Tax Year field, select "2021".
- 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.
- Sign and submit the IRS Verification of Non-filing Letter to MSUN; make sure to include the student's name and STUDENT ID on the letter.

### 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.

## 2. 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 "**2021**".
- 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.
- Sign and submit the IRS Verification of Non-filing Letter to MSUN; make sure to include the student's name and STUDENT ID on the letter.

## 3. Paper Request Form – IRS Form 4506-T

Download IRS Form 4506-T at [Form 4506-T \(Rev. 11-2021\) \(irs.gov\)](https://www.irs.gov/form4506)

- 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 7: Select the checkbox on the right hand side for Verification of Non-filing.
- Line 9: Year or period requested field, enter "12/31/2021".
- 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.
- **▲! CAUTION You must 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.
- Sign and submit the IRS Verification of Non-filing Letter to MSUN; make sure to include the student's name and STUDENT ID on the letter.

### 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](https://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.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).

Mail Non-filing letter to:

Montana State University Northern  
Financial Aid  
PO Box 7751  
Havre, MT 59501