

## How to Request 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 Tax Form 1040, 1040A or 1040EZ for the year you requested.

Non Tax filers can request an IRS Verification of Non-filing of their 2019 tax return status, free of charge, from the IRS in one of three ways:

- Online
- By Telephone
- By Paper

### Online Request

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

**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.

- On the main webpage, 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 "**2019**".
- 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, if requested, to Christopher Newport University's Office of Financial Aid; make sure to include the student's name and student ID number on the letter.

### Telephone Request

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

**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.

- Non-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 "**2019**".
- 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.
  - Sign and submit the IRS Verification of Non-filing Letter, if requested, to Christopher Newport University's Office of Financial Aid; make sure to include the student's name and student ID number on the letter.

### 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. 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. Do not have your IRS Verification of Non-filing Letter sent directly to Christopher Newport University.
- Line 7: Select the checkbox on the right hand side for Verification of Nonfiling.
- Line 9: Year or period requested fields, enter "12/31/2019".
- 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.
- Sign and submit the IRS Verification of Non-filing Letter, if requested, to Christopher Newport University's Office of Financial Aid; make sure to include the student's name and student ID number 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.

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](http://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 1-800-829-1040, Monday - Friday 8:00 a.m. - 8:00 p.m. (Eastern Time).

