How to Request IRS Verification of Non-filing Letter

As part of the verification process for Student Financial Services, the Department of Education requires that people who do not file taxes submit an IRS letter of non-filing status to the University. A non-filing letter will be necessary for all parties in the custodial household (i.e. independent student, parent 1, parent 2, spouse) that did not file taxes. ***Dependent students are exempt from this request.***

What is an IRS Verification of Non-filing Letter?

An IRS Verification of Non-filing Letter will provide proof from the IRS that there is no record of a filed tax form (1040, 1040A, or 1040EZ) for the year you have requested. For the 2020-2021 academic year you will be requesting a verification for 2018.

Non-Tax filers can request an IRS Verification of non-filing, free of charge from the IRS in one of two ways:

- Online
- Mailing in a form
- Make an appointment at your local taxpayer assistance center.

Please note if you filed a Puerto Rican or Foreign Income Tax return you must submit appropriate non-filing documentation from a relevant tax authority.

Online Request

Available at the IRS website: irs.gov/individuals/get-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 will need to use the Get Transcript by MAIL option, see below for instructions).
- Enter the non-filer's Social Security Number (you can use your ITIN or EIN), e-mail address, filing status, account numbers for loan or credit card associated with your name, and mobile phone associate with your name. This information will be used to verify your identity with the IRS.
- Click "Continue".
- Select "**Verification of Non-filing Letter"** and in the tax year field select "**2018″**
- If successfully validated, you will be able to view your IRS Verification of Non-filing letter that can then print it out for submission.
- Write the EU Student ID (eNumber) on the letter and submit the letter to the Student Financial Services office using the secure submission tool at elmhurst.edu/sfsupload.

Paper Request Form – IRS Form 4506-T (Request for Transcript of Tax Return)

NOTE: As of April 2020, the IRS stopped processing transcript requests by mail until further notice. Please contact SFS to discuss your options.

Download IRS Form 4506-T

- Complete Lines 1 – 4, following the instructions on page 2 of the form.
- Line 5a: provides non filers with the option to have their IRS Verification of Non-filing Letter mailed directly to a 3rd party by the IRS.
- *Line 5b: is your e number.*
- Line 7: Select the checkbox on the right hand side for Verification of Non-filing.
- Line 9: In the year or period requested field, enter "12/31/2018″.
- Above the signature line: Make sure that you check the signatory authority box.
- The non-filer must sign and date the form and enter their telephone number.
- 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.
- Submit the letter to the Student Financial Services office; be sure you put your student ID number (eNumber) on the letter.

How to fix address matching problems when ordering the Non-filing letter 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 sometimes be enough to cause an error.
- Addresses on the IRS system are auto-corrected through a United States Postal Services software and may not match what you put on your tax return.

We have the following suggestions if you run into problems:

- Have your most recent tax return in front of you to enter the address carefully as it is on your return.
- If you have entered your address as it appears on your return and it does not work, try using the standardized version of your address.
    - To get a standardized version of your address go to the USPS website and search by Zip Code. Enter the address and click find.
- If you still have problems, the IRS.gov Website help desk can be reached at **1-800-829-1040** (Monday through Friday) 7 am – 7 pm (Eastern Standard Time).

Contact Your Local IRS Office

Nearly every tax issue can now be resolved online or by phone from the convenience of your home or office. If you need help from a Taxpayer Assistance Center (TAC), call to schedule an appointment. All TACs are now providing service by appointment.

https://www.irs.gov/help/telephone-assistance

https://www.irs.gov/help/contact-your-local-irs-office