

# How to Request IRS Verification of Non-filing Letter For Tax Year 2016

## 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, 1040A or 1040EZ for the year you requested.

Non Tax filers can request an IRS Verification of Non-filing of his/her **2016** tax return status, free of charge, from the IRS in one of three ways: Online, by telephone or by paper.

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](#).

## 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.

- 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 "**2016**".
- 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 GBCC; make sure to include the student's name and GBCC ID 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 his/her social security number and the numbers in his/her street address. Generally this will be numbers of the street address that was listed on the latest tax return filed. ([Problems entering your street address?](#))
- Select "**Option 2**" to request an **IRS Verification of Non-filing Letter** and then enter "**2016**".
- If successfully validated, non filers can expect to receive a paper IRS Verification of Non-filing Letter at the address provided in his/her 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 GBCC ; make sure to include the student's name and GBCC ID 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. ([Problems entering your street address?](#))
- Line 5 provides non filers with the option to have his/her 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 GBCC.
- Line 6: Enter tax form number 1040.
- Line 7: Select the checkbox on the right hand side for Verification of Nonfiling.
- Line 9: Year or period requested field, enter **"12/31/2016"**.
- The non filer must sign and date the form and enter his/her 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 his/her request within 5 to 10 days.
- Sign and submit the IRS Verification of Non-filing Letter, if requested, to GBCC; make sure to include the student's name and GBCC 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.

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 1-800-876-1715**

**Monday - Friday 8:00 a.m. - 8:00 p.m. (Eastern Time).**