

## How to Request IRS Verification of Non-Filing Status

As part of the new verification process for financial aid, it is required that persons who do not file taxes submit an IRS letter of non-filing status to the College. A non-filing letter will be necessary for all parties in the custodial household (student, parent 1, parent 2, etc) that did not file taxes.

### 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 2017-2018 academic year you will be requesting a verification for 2015.

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

- Online
- Over the phone
- Mailing in a form

### Online Request – Print Option

- Available at the Internal Revenue Service Website - [www.irs.gov](http://www.irs.gov)
- Under Tools, click “Get a Tax 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 would want to use the “Get Transcript by MAIL” option. See below for instructions).
- Enter the non-filer’s Social Security Number (you may use your ITIN or EIN), e-mail address, filing status, account numbers for loan or credit card associated with your name and mobile phone number associated 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 “**2015**”
- If successfully validated, you will be able to view your IRS Verification of Non-filing Letter and can then print it out for submission.
- You will now put your student ID number on the letter and submit it to the WTCC Financial Aid Office.

**OR**

### Online Request – Mail Option

- Under Tools, click “**Get Transcript of your Tax Records**”.
- Click “**Get Transcript by MAIL**”.
- Enter the non-filer’s Social Security Number (ITIN or EIN may be used), date of birth, street address and zip/postal code. Use the address currently on file with the IRS. If you have trouble, please see our [helpful suggestions](#) below.
- Click “Continue”.
- Select “**Verification of Non-filing Letter**” and in the tax year field select “**2015**”.
- If successfully validated, non-filers can expect to receive a paper IRS Verification of Non-filing Letter at the address included in your online request within 5 to 10 days.
- Submit the letter to the WTCC Financial Aid Office. Be sure to put your student ID number on the letter.

## Telephone Request

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

- Follow prompts to enter your Social Security Number (ITIN or EIN may be used) and the numbers in the street address.
- Select “**Option 2**” to request an IRS Verification of Non-filing Letter and then enter “**2015**” for the tax year.
- 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 request.
- IRS Verification of Non-filing Letter requested by telephone cannot be sent directly to a third party.
- Submit the letter to the WTCC Financial Aid Office. Be sure to put your student ID number on the letter.

## Paper Request Form – IRS Form 4506-T

[Download IRS Form 4506-T](#)

- Complete lines 1-4, following the instruction on page 2 of the form.
- Line 3: enter the non-filer’s street address and zip/postal code.
- Line 5: provides non-filers with the option to have their IRS Verification of Non-filing Letter mailed directly to a 3<sup>rd</sup> party by the IRS. ***DO NOT*** have your IRS Verification Non-filing Letter mailed directly to WTCC.
- Line 7: Select the checkbox on the right side for Verification of Non-filing.
- Line 9: In the year or period requested field, enter “**12/31/2015**”.
- 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 WTCC Financial Aid Office. Be sure to put your student ID number on the letter.

## How to correct 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 exactly the address already on file with the IRS.
- 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 United States Postal Services software and may not match what you put on your tax return.

Below are suggestions if you run into problems:

- Have your most recent tax return in front of you and enter the address carefully, exactly 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 may be reached at **1-800-867-1715** (Monday – Friday, 8:00 a.m. – 8:00 p.m. (Easter Standard Time)).