

## How to Get a Verification of Non-Tax Filing Letter

- Available on the IRS website at [www.irs.gov](http://www.irs.gov), but you must register to use this service.
- Individuals who did not file an IRS tax return for the relevant tax year will, if they successfully register for Get Transcript Online, receive a PDF page indicating that the IRS has no record of a tax return being filed for the requested year.
- To register, you will need your full name, an email address, birthdate, social security number, tax filing status and current address.
- To verify your identity, you must provide a number from ONE financial account. You can use a credit card, mortgage or home equity loan, home equity line of credit or an auto loan. To protect your information, you must have a mobile phone in your name to receive a text message.
- On the homepage, click “Get Your Tax Record”, then select “Get Transcript Online”
- First time users must Sign-Up to create an account. Returning users can Log In with existing login credentials.
- Once logged in, select “Higher Education/Student Aid’ as the reason you need a verification of non-filing letter.
- You can print the non-filing letter and/or save as a PDF. **DO NOT save the letter unless you are on your personal computer.**
- When finished, log out and close the browser.

### **If you are unable to get a verification of non-tax filing letter online:**

You may also obtain a verification of non-tax filing letter by submitting a paper Form 4506-T. This request method will result in the IRS mailing a paper letter to the address on file with the IRS.