

How to Obtain Verification of Non-Filing from the IRS

Independent Students, Spouses of Independent students, and Parents of Dependent students who did not file taxes in 2016, are required to submit Verification of Non-Filing from the IRS.

Please refer to the chart on the right if you are unsure if you need to provide Verification of Non-Filing from the IRS. ➔

There are **THREE** options to choose from to obtain 2016 Verification of Non-Filing from the IRS.

See Options and Instructions Following Below ↓

INDEPENDENT STUDENT/ SPOUSE

Independent students are required to provide a self-certifying statement form to verify non-filing, and verification of non-filing from the IRS.

Spouses of Independent students whom did not file are required to provide a self-certifying statement form to verify non-filing, and verification of non-filing from the IRS for their spouse's file.

DEPENDENT STUDENT / PARENT

Dependent students are required to provide a self-certifying statement form to verify non-filing, and **DO NOT** need verification of non-filing from the IRS.

Parents of Dependent students whom did not file are required to provide a self-certifying statement form to verify non-filing, and verification of non-filing from the IRS for their student's file.

OPTIONS

1. Fill out form 4506-T "Request for Transcript of Tax Return"

Link to fillable form 4506-T: <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>

Mail to as follows:
Internal Service Revenue
RAIVS Team
P.O. Box 9941
Mail Stop 6734
Ogden, UT 84409

2. Request Transcript (Verification of Non-Filing) Online

Link to 'Get Transcript Online': <https://www.irs.gov/individuals/get-transcript>

What You Need

To register and use this service, you need:

- SSN, date of birth, filing status, and mailing address from latest tax return
- access to your email account
- your personal account number from a credit card, mortgage, home equity loan, home equity line of credit or car loan
- a mobile phone with your name on the account

What You Get

- All transcript types are available online
- View, print or download your transcript
- Username and password to return later

3. Request Transcript (Verification of Non-Filing) by Mail

Link to 'Get Transcript by Mail': <https://www.irs.gov/individuals/get-transcript>

What You Need

To use this service, you need your:

- SSN or Individual Tax Identification Number (ITIN)
- date of birth, and mailing address from your latest tax return

What You Get

- Return or Account transcript types delivered by mail

INSTRUCTIONS

The IRS will send your Verification of Non-Filing to the address of your choice.

The Form received from the IRS should state the following:

"No record of return filed" or "No transcript filed".

We cannot accept: "Could not be processed" or "Request could not be honored"

NOTE: Line 7 – Verification of Non-Filing must be checked off in the right hand pane in order to fill out the 4506-T form properly. **The year or period requested should be 01/01/2016 through 12/31/2016.**

This request should allow you to view, print or download your Tax Transcript/ Verification of Non-Filing in real time.

The Form received from the IRS should state the following:

"No record of return filed" or "No transcript filed".

We cannot accept: "Could not be processed" or "Request could not be honored"

NOTE: The year or period requested should be 01/01/2016 through 12/31/2016.

The IRS will send your Tax Transcript/Verification of Non-Filing to the address they have on file for you and should arrive in **5 to 10 calendar days**.

The Form received from the IRS should state the following:

"No record of return filed" or "No transcript filed".

We cannot accept: "Could not be processed" or "Request could not be honored"

NOTE: The year or period requested should be 01/01/2016 through 12/31/2016.