



## OBTAIN AN IRS VERIFICATION OF NON-FILING LETTER

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### NEVER FILED IRS TAX RETURNS

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*Use one of the following two options.*

#### POSTAL MAIL REQUEST

- Go to [www.irs.gov](http://www.irs.gov).
- Under Forms & Instructions, click on “Form 4506-T.”
- Under Current Products, click on “Form 4506-T.”
- Mail or fax the form to the IRS according to the instructions on the form.

#### IN PERSON REQUEST

- Make an appointment to visit your local IRS Office in person.

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### PREVIOUS IRS TAX RETURN FILER

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*Use one of the following three options.*

#### POSTAL MAIL REQUEST

- Go to [www.irs.gov](http://www.irs.gov).
- Under Forms & Instructions, click on “Form 4506-T.”
- Under Current Products, click on “Form 4506-T” to download and print this form.
- Mail or fax the completed form to the IRS according to the instructions on the form.

#### ONLINE REQUEST

- Go to [www.irs.gov](http://www.irs.gov).
- Click “Get Your Tax Record.”
- Click “Get Transcript Online.”
- Log in or register to use the online service.
- If your identity is successfully validated, click “Continue.” If you cannot validate your identity, use either the Postal Mail Request or the Phone Request method.
- Select “Verification of Non-Filing Letter” and select “2019” for the Tax Year.
- Print the letter and submit it to the Office of Financial Assistance.

#### PHONE REQUEST

- Contact the IRS to request a Letter of Non-Filing at 1-800-829-1040.