

OBTAIN AN IRS VERIFICATION OF NON-FILING LETTER

NEVER FILED IRS TAX RETURNS

Use one of the following two options.

POSTAL MAIL REQUEST

Go to 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.

PREVIOUS IRS TAX RETURN FILER

Use one of the following three options.

POSTAL MAIL REQUEST

Go to 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.

- 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 “2021” 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.