

## **HOW TO REQUEST IRS VERIFICATION OF NON-FILING LETTER, 2021-2022**

An IRS Verification of Non-filing Letter provides proof that the IRS has no record of a filed Form 1040 for the year you requested.

Non Tax filers can request an IRS Verification of Non-filing of their 2019 tax return status, free of charge, from the IRS either online or with a paper form.

Note: If you typically would have filed a Puerto Rican or Foreign Income Tax Return you must submit appropriate non-filing documentation from the relevant tax authority.

If you have trouble entering your street address into an online form, try the address matching suggestions at the bottom of this tab.

Available at [www.irs.gov](http://www.irs.gov)

**Note:** This is typically not available if you have never filed taxes before, if this is the case, use the paper request process detailed below.

### **Online Request**

- Click or tap "**Get My Tax Record**"
- Click or tap "**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 may use Get Transcript by Mail, see below)
- Follow instructions for creating an account or login.
- Select "**Verification of Non-filing Letter**" and in the Tax Year field, select "**2019**".
- Sign and submit the IRS Verification of Non-filing Letter, to Humboldt State University; make sure to include the student's name and HSU ID Number on the letter.
  - Upload using
  - Fax: 707-826-5360
  - Mail to: Humboldt State University. Financial Aid Office. 1 Harpst St, Arcata, CA 95521.

### **Paper Request Form – IRS Form 4506-T**

Download IRS Form 4506-T at <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>

- Complete lines 1 – 4, following the instructions on page 2 of the form.
- Line 3: enter the non-filer's street address and zip or postal code. Use the address currently on file with the IRS.
- Line 5: provides non-filers with the option to have their IRS Verification of Non-filing Letter mailed directly to a third party by the IRS. Do **NOT** have your IRS Verification of Non-filing Letter sent directly to Humboldt State University
- Line 5b: provides tax filers with the option to add 10 digit Customer File Number: enter the Student's HSU ID Number on this line.
- Line 6: Enter tax form number 1040.
- Line 7: Select the checkbox on the right hand side for Verification of Non-filing.
- Line 9: Year or period requested field, enter "12/31/2019".

- The non-filer must sign and date the form and enter their telephone number. Only one signature is required when requesting a joint IRS Verification of Non-filing Letter.
- 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.
- Sign and submit the IRS Verification of Non-filing Letter, to Humboldt State University; make sure to include the student's name and HSU ID Number on the letter.
  - Upload using
  - 707-8263-5360
  - Mail to: Humboldt State University. Financial Aid Office. 1 Harpst St. Arcata, CA 95521.

## **How to fix address matching problems when ordering online**

When entering the information into the IRS address matching system note the following:

- The address entered must match the address already on file with the IRS exactly.
- 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 a post office program and may not match what you put on your tax return.

We suggest the following if you run into problems:

- Have your taxes in front of you and enter the address carefully as it is on your return.
- If you entered your address as it appears on your return and it doesn't work, try using the standardized version of your address.
  - To get a **standardized version of your address:** 1) go to [usps.com](https://usps.com) 2) Click or tap Look Up a Zip Code 3) Enter Street Address, City, State 4) Click or tap Find
- If you still have problems, the IRS.gov Website Help Desk can be reached toll-free at (800) 876-1715, Monday - Friday 8:00 a.m. - 8:00 p.m. (Eastern Time).
  - **Unable to obtain Verification of Non-filing letter? Please Contact our office.**