

Proof of Non-Filer Letter Directions

Go to <https://www.irs.gov/individuals/get-transcript>

Choose one of two options listed below:

1) Get Transcript ONLINE

- a. Click on Get Started or Log In as a Returning User (you must have a mobile phone, email address, and ONE of the following: credit card, Mortgage, Home Equity Loan or Line of Credit, Auto Loan). If you do not meet the criteria, see # 2.
- b. Complete verification steps
- c. Create a username and password or login to preexisting account
- d. Use the address currently on file with the IRS.
- e. Select the reason for getting a transcript "Higher Education/Student Aid"
- f. Click on the tax year (2016) under "Verification of Non-Filing Letter". If this option does not appear for you then click 2016 under the Tax Return Transcript heading and submit this form to our office.
- g. You can then print the letter to submit to our office.

You may have to turn off pop-up blockers to enable viewing.

2) Requesting Non-Filer letter via mail (form 4506T)

- a. Go to <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>
 - i. Complete the form in full. Read each line carefully
 - ii. **Please do not use line 5. As mailing to a third party will slow the processing time**
 - iii. Check box 7. Verification of Non-Filing
 - iv. In Box 9 indicate the tax year 12/31/2016
 - v. Fax or mail to the appropriate number or address listed on page 2

Please note:

A taxpayer may fail to file a tax return even though there is a filing requirement. The verification letter does not address whether or not the taxpayer should have filed a tax return. For information on who is required to file please visit this IRS link. <https://www.irs.gov/uac/do-i-have-to-file-a-tax-return>