

What is an IRS Verification of Non-filing Letter?

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

Non Tax filers can request an IRS Verification of Non-filing of their 2016 tax return status, free of charge, from the IRS. You are able to request the letter online, by phone, or by completing and submitting a form. Please follow one of the three steps below.

Telephone Request - Available from the IRS by calling **1-800-908-9946**

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

- Non filers must follow prompts to enter their social security number and the numbers in their street address. Generally this will be numbers of the street address that was listed on the latest tax return filed.
- Select "**Option 2**" to request an **IRS Verification of Non-filing Letter**, then enter "**2016**".
- If successfully validated, non filers can expect to receive a paper IRS Verification of Non-filing Letter at the address provided in their telephone request within 5 to 10 days from the time of the request.
- IRS Verification of Non-filing Letter requested by telephone cannot be sent directly to the College.
- Submit the IRS Verification of Non-filing Letter to Cornell College.

Online Request - Available at www.irs.gov

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

- Under Tools, click "Get a tax transcript"
- Click "**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)
- Enter the non filer's Social Security Number, email address, filing status, [account numbers](#) for loan or credit card associated with your name, and mobile phone associated with your name.
- Click "Continue"
- Select "**Verification of Non-filing Letter**" and in the Tax Year field, select "**2016**".
- If successfully validated, you will be able to view your IRS Verification of Non-filing Letter.
- Submit the IRS Verification of Non-filing Letter, to Cornell.

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

at <https://www.irs.gov/pub/irs-pdf/f4506t.pdf> 

Note: Use this process if you have never filed taxes before in prior years.

- 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 (Cornell College).
- Line 7: Select the checkbox on the right hand side for Verification of Nonfiling.
- Line 9: Year or period requested field, enter "12/31/2016".
- 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.