

## Instructions for Obtaining 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 Form 1040 for the year you requested.

(For individuals who have **never** filed a tax return with the IRS ever, please use OPTION 4.)

### **OPTION 1:** Online Request

1. Go to <https://www.irs.gov/individuals/get-transcript>
2. Click “Get Transcript Online”.

**NOTE:** To get a transcript online, you will need a number from ONE of the following financial accounts.

- i. Credit Card OR
  - ii. Mortgage or Home Equity Loan OR
  - iii. Home Equity Line of Credit OR
  - iv. Auto Loan
3. Under “Sign Up”, select “Create an Account”. If you already have an account, enter your user ID under “Sign In”.
  4. Enter your name and email address. Click on “Send Email Confirmation Code”.
  5. Enter the tax filer’s social security number, date of birth, tax filing status, street address, and zip or postal code. Use the address currently on file with the IRS. Generally, this will be the address that was listed on the latest tax return filed. However, if an address change has been completed through the U.S. Postal Service, the IRS may have the updated address on file.
  6. Select checkbox and click the “Continue” button to proceed as guest. Proceeding as a guest user will require you to enter this information every time you access the system. If you would like this information stored for future use do not check the box. Click the “Continue” button to create a User ID and password.
  7. Answer 4 multiple choice security questions derived from your credit file.
  8. Select the reason for getting a transcript- “Higher Education/Student Aid”.
  9. Click on the tax year needed under ‘Verification of Non-Filing Letter’. For the 2022-2023 academic year you will need the **2020** tax year.
  10. Save the letter as a PDF (*never save private information on a public computer*) or print and log out.
  11. Go to <https://www.dropbox.com/request/P7SCCWzlj168LczuQWXz>. and submit the letter.

**OPTION 2:** If you are unable to request an “Online Transcript” because you do not have any of the above listed accounts then you may select “Get Transcript by Mail”. Enter the non-filer’s Social Security Number, date of birth, street address, and zip or postal code. Use the address currently on file with the IRS. Be sure to request an “IRS Tax Return Transcript” and then select for tax year “**2020**”. If successfully validated, non-filers can expect to receive a paper IRS Tax Return Transcript with a message indicating “no record of return filed” or “no transcript on file” for the individual for the tax year at the address provided in their online request within 5 to 10 days.

**OPTION 3:** Another alternative is to make a telephone request by calling the IRS at 1-800-908-9946. Tax Filers must follow prompts to enter their social security number and the numbers in their street address. Select “Option 2” to request an “IRS Tax Return Transcript” and then enter “**2020**” for the tax year. If successfully validated, non-filers can expect to receive a paper IRS Tax return Transcript with a message indicating “no record of return filed” or “no transcript on file” for the individual for the tax year at the address provided in their online request within 5 to 10 days.

**OPTION 4:** Use [IRS Form 4506-T](#) (see sample below) Paper Request Form

1. Complete lines 1-4, following the instructions on page 2 of the form.
2. Line 7: Select the checkbox on the right hand side for **Verification of Non-filing**.
3. Line 9: Year or period requested field, enter **12/31/2020**.
4. 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.*

5. Mail or fax the completed IRS Form 4506-T to the address (or FAX number) provided on page 2 of Form 4506-T.
6. If the form 4506-T information is successfully validated, tax filers can expect to receive a paper IRS Verification of Nonfiling Letter at the address provided on their request within 10 to 15 days.

<b>Form 4506-T</b> <small>(November 2021)</small> Department of the Treasury Internal Revenue Service	<b>Request for Transcript of Tax Return</b> ▶ Do not sign this form unless all applicable lines have been completed. ▶ Request may be rejected if the form is incomplete or illegible. ▶ For more information about Form 4506-T, visit <a href="http://www.irs.gov/form4506t">www.irs.gov/form4506t</a> .	OMB No. 1545-1872
<p><b>Tip: Get faster service:</b> Online at <a href="http://www.irs.gov">www.irs.gov</a>, <b>Get Your Tax Record</b> (Get Transcript) or by calling <b>1-800-908-9946</b> for specialized assistance. We have teams available to assist. <b>Note:</b> Taxpayers may register to use <a href="#">Get Transcript</a> to view, print, or download the following transcript types: <b>Tax Return Transcript</b> (shows most line items including Adjusted Gross Income (AGI) from your original Form 1040-series tax return as filed, along with any forms and schedules), <b>Tax Account Transcript</b> (shows basic data such as return type, marital status, AGI, taxable income and all payment types), <b>Record of Account Transcript</b> (combines the tax return and tax account transcripts into one complete transcript), <b>Wage and Income Transcript</b> (shows data from information returns we receive such as Forms W-2, 1099, 1098 and Form 5498), and <b>Verification of Non-filing Letter</b> (provides proof that the IRS has no record of a filed Form 1040-series tax return for the year you request).</p>		
<b>1a</b> Name shown on tax return. If a joint return, enter the name shown first.	<b>1b</b> First social security number on tax return, individual taxpayer identification number, or employer identification number (see instructions)	
<b>2a</b> If a joint return, enter spouse's name shown on tax return.	<b>2b</b> Second social security number or individual taxpayer identification number if joint tax return	
<b>3</b> Current name, address (including apt., room, or suite no.), city, state, and ZIP code (see instructions)		
<b>4</b> Previous address shown on the last return filed if different from line 3 (see instructions)		
<b>5</b> Customer file number		
<p><b>Note:</b> Effective July 2019, Form 4506-T is being replaced by Form 4506. See <a href="#">Page 2</a> for additional information.</p>		
<div style="border: 2px solid red; padding: 10px; font-size: 2em; font-weight: bold; width: fit-content; margin: 0 auto;">                 SAMPLE             </div>		
<b>6</b> Transcript request type (check one)		
<b>a</b> <b>Return Transcript</b> , which contains information on the tax return as filed. Return transcripts are available for the current year and returns processed during the prior 3 processing years. Most requests will be processed within 10 business days <input type="checkbox"/>		
<b>b</b> <b>Account Transcript</b> , which contains information on the financial status of the account, such as payments made on the account, penalty assessments, and adjustments made by you or the IRS after the return was filed. Return information is limited to items such as tax liability and estimated tax payments. Account transcripts are available for most returns. Most requests will be processed within 10 business days <input type="checkbox"/>		
<b>c</b> <b>Record of Account</b> , which provides the most detailed information as it is a combination of the Return Transcript and the Account Transcript. Available for current year and 3 prior tax years. Most requests will be processed within 10 business days <input type="checkbox"/>		
<b>7</b> <b>Verification of Nonfiling</b> , which is proof from the IRS that you <b>did not</b> file a return for the year. Current year requests are only available after June 15th. There are no availability restrictions on prior year requests. Most requests will be processed within 10 business days <input checked="" type="checkbox"/>		
<b>8</b> <b>Form W-2, Form 1099 series, Form 1098 series, or Form 5498 series transcript.</b> The IRS can provide a transcript that includes information on these information returns. State or local information is not included with the Form W-2 information. The IRS may be able to provide this transcript information for up to 10 years. Information for the current year is generally not available until the year after it is filed with the IRS. For example, W-2 information for 2016, filed in 2017, will likely not be available from the IRS until 2018. If you need W-2 information for retirement purposes, you should contact the Social Security Administration at 1-800-772-1213. Most requests will be processed within 10 business days <input type="checkbox"/>		
<p><b>Caution:</b> If you need a copy of Form W-2 or Form 1099, you should first contact the payer. To get a copy of the Form W-2 or Form 1099 filed with your return, you must use Form 4506 and request a copy of your return, which includes all attachments.</p>		
<b>9</b> <b>Year or period requested.</b> Enter the ending date of the year or period, using the mm/dd/yyyy format. If you are requesting more than four years or periods, you must attach another Form 4506-T. For requests relating to quarterly tax returns, such as Form 941, you must enter each quarter or tax period separately.		
12 / 31 / 2020		
<p><b>Caution:</b> Do not sign this form unless all applicable lines have been completed.</p>		

**Upon receipt of the Tax Return Transcript, clearly print the student name and Berklee student ID number on the top of each page.**

Please submit your document(s) through our secure Dropbox, and enter your student ID in the "Name" field. The link to the Dropbox is <https://www.dropbox.com/request/P7SCCWzlj168LczuQWXz>.