

# IRS Verification of Non-Filing Letter for 2021-2022

## 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 form 1040, 1040A or 1040EZ for the year requested. \*\*It does not indicate whether or not you were required to file a tax return for that year.

There are 2 options for a Non-tax filer to request an IRS Verification of Non-Filing Letter for 2018. (FREE OF CHARGE)

- Online
- By Paper

### **Online Request Option 1:**

Visit [www.irs.gov](http://www.irs.gov)

- Select "Get your Tax Record." on the right hand side.
- Click "Get Transcript ONLINE"
- Select "Create Account"
- You will need some information about yourself to register
- Please have the following information and materials to complete registration: Full Name, Email, Birthday, SSN, Tax filing status, Current address, you need a financial account to register.
- 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 "2019"
- If successfully validated, you will be able to view and print your IRS Verification of NonFiling Letter.

### **Paper Request Form Option 2; IRS Form 4506-T:**

Download IRS Form 4506-T at <http://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-filers street address and zip or postal code. Use the address currently on file with the IRS.
- Line 5: is a 10-digit customer number that you create. You may use your CU ID # and add zeros to the end but do not use an SSN number.
- 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 you live in West Virginia, the correct address to send the form to is:
  - Internal Revenue Service
  - RAIVS Team
  - Stop 6705 S-2
  - Kansas City, MO 64999
  - Fax # 855-821-0094

- 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 5-10 business days.