

### IRS Verification of Non-filing 2020-2021

Students selected randomly by the U.S. Department of Education or by our office for verification must submit the items listed below. A dependent student's parent(s) or an independent student who did not file a 2018 federal tax return must complete the following steps:

- Non-tax filers who earned income from work must indicate amount(s) on signed **Verification Worksheet**.
- Non-tax filers must request an IRS Verification of Non-filing of their 2018 tax return status, free of charge, by completing one of the following steps:
  - 1) **IRS website** – <https://www.irs.gov/individuals/get-transcript>  
**Using the IRS Get Transcript Service**
  - 2) **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 code. Use the address currently on file with the IRS.
    - Line 5: Verification of Non-filing Letter should be mailed directly to non-filer.
    - Line 7: Select the checkbox on the right hand side for Verification of Non-filing.
    - Line 9: Year or period requested field, enter "12/31/2018".
    - The non-filer must sign and date the form and enter their telephone number.
    - 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, non-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.