



## How to Obtain an IRS Verification of Non-filing Letter 2023-2024

183 College Drive • De Queen, AR 71832 • 870.584.4471 • 800.844.4471 • Fax 870.642.8766 • www.cccua.edu

### 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 tax return for the year you requested. Non-tax filers can request an IRS Verification of Non-filing of their 2021 tax return status, free of charge, from the IRS in one of two ways:

#### 1. Online Request- Available at [www.irs.gov](http://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, you may use option 2 or 3 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 "2021".
- If successfully validated, you will be able to view and print your IRS Verification of Non-filing Letter.
- Sign and submit the IRS Verification of Non-filing Letter, **if requested**, to UA Cossatot; make sure to include the student's name and UA Cossatot ID number on the letter.

#### 2. Paper Request Form – IRS Form 4506-T

Download IRS Form 4506-T at <https://www.irs.gov/pub/irs-pdf/f4506t.pdf> or from the link on the Financial Aid Forms section of the Pay for College tab on our website.

- 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. **Do Not have your IRS Verification of Non-filing Letter sent directly to UA Cossatot.**
- Line 7: Select the checkbox on the right hand side for Verification of Non-filing.
- Line 9: Year or period requested field, enter "12/31/2021".
- 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.



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- 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.
- Sign and submit the IRS Verification of Non-filing Letter, **if requested**, to UA Cossatot; make sure to include the student's name and UA Cossatot ID number on the letter.

### **Troubleshooting**

#### **How to correct address matching problems when ordering online**

When entering the information into the IRS address matching system note the following:

- The address entered must match the address already on file with the IRS exactly.
- The address on file is typically the address on your most recent tax return.
- Spelling out the word "street" rather than using the abbreviation "St." can be enough to cause an error.
- Addresses on the IRS system are auto-corrected through a post office program and may not match what you put on your tax return.

#### **We suggest the following if you run into problems:**

- Have your taxes in front of you and enter the address carefully as it is on your return.
- If you entered your address as it appears on your return and it doesn't work, try using the standardized version of your address.
  - To get a standardized version of your address:
    1. go to [www.usps.com](http://www.usps.com)
    2. Click "Look Up a Zip Code"
    3. Enter Street Address, City, and State
    4. Click Find
- If you still have problems, the IRS.gov Website Help Desk can be reached toll-free at 1-800-876-1715, Monday - Friday 8:00 a.m. - 8:00 p.m. (Eastern Time).



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