

Requesting a Verification of Non-filing Letter from the IRS

You and/or your parent indicated on your 2019/2020 FAFSA that one or both of you did not file 2017 taxes. As part of the verification process, you and/or your parent are required to confirm via the IRS that no taxes were filed. You and/or your parent must submit a Verification of Non-filing Letter provided by the IRS. **Submit forms in a timely manner to avoid delay of financial aid funds.**

Non-tax filers can request an IRS Verification of Non-filing of their 2017 tax return status, free of charge, from the IRS in one of two ways:

- Online Request
- Paper Request

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 in section 2.

- Click on "Get My Tax Record"
- Click "Get Transcript Online"
 - If at any point, you cannot validate your identity – for example, if you cannot provide financial verification information or you lack access to a mobile phone, you may submit a paper request - see below.
 - If you are having trouble entering your street address, see the third section of this document for guidance.
- Follow instructions to create an account or to log in.
- Select "**Verification of Non-filing Letter**" and in the Tax Year field, select "**2017**".
- Download and submit the IRS Verification of Non-filing Letter to the Cal Poly Financial Aid Office. Make sure to include the student's name and student ID number on the letter.

Paper Request – IRS Form 4506-T

Download and print IRS Form 4506-T: <https://www.irs.gov/pub/irs-pdf/f4506t.pdf> 

- Lines 1 –2: Enter name and SSN information following the instructions on page 2 of the form.
- Line 3: Enter the non-filer's current street address and name. Use the address you want the Verification of Non-filing Letter sent to.
- Line 4: Enter the address used on the non-filer's last tax return (if different from Line 3.)
- Line 5a: 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 Cal Poly. Most information is redacted and we cannot identify to whom it belongs.**
- Line 5b: Provides tax filers with the option to include a 10 digit Customer File Number: enter the student's Cal Poly student ID number on this line.
- Line 6: Leave blank.
- Line 7: Select the checkbox on the right hand side for Verification of Non-filing.
- Line 9: Enter "12/31/2017" in the "Year or period requested" fields.
- The non-filer must check the attestation clause above the signature block, 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, you can expect to receive a paper IRS Verification of Non-filing Letter at the address provided in Line 3 of the form within 5 to 10 days.
- Submit the IRS Verification of Non-filing Letter to the Cal Poly Financial Aid Office. Make sure to include the student's name and student ID number on the letter.

Address-Matching Tips

- The address entered must exactly match the address already on file with the IRS.
- 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.

If you have trouble entering your street address into an online form, try these address-matching suggestions:

- 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 does not work, try using the standardized version of your address.
- To get a **standardized version of your address**: 1) go to www.usps.com 2) Click Look Up a Zip Code 3) Enter Street Address, City, 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)

Unable to Submit the Request?

In circumstances where one or both of the parents of a dependent student or the spouse of an independent student does not have a Social Security Number, an Individual Taxpayer Identification Number (ITIN), or an Employer Identification Number (EIN) and is consequently unable to obtain a verification of non-filing from the IRS, the non-filer must submit:

- 2019-2020 Income Statement Form; and
- A signed and dated statement certifying that the individual(s) does not have a Social Security Number, an Individual Taxpayer Identification Number, or an Employer Identification Number.

Please note that a Verification of Non-Filing Letter from the IRS provides proof that the IRS has no record of a filed form 1040, 1040A, or 1040EZ for the year you or your parent requested. It does not indicate whether you or your parent were *required* to file a return for that year.

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Sensitive data must be encrypted when emailed.