

# 2021-2022 Parent/Parents' Nontax Filer's Form

## Instructions: How to Request IRS Verification of Non-filing Letter

### 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 for the year you requested.

### Request Online:

- Go to <https://www.irs.gov/individuals/get-transcript>
- Review the information that you will need to create an account
- Click on "Get Transcript Online"
- Create an account
- Request the Verification of Nonfiling for the 2019 tax year

### Request by Mail:

- Go to <https://www.irs.gov/individuals/get-transcript>
- Review the information that you will need to request the document
- Click on "Get Transcript by Mail"
- Enter the information requested
- Request the Verification of Nonfiling for the 2019 tax year

### Request Form – IRS Form 4506-T

- Complete lines 1 – 4, following the instructions on page 2 of the form.
- 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 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.
- **Submit a copy** of the IRS Verification of Non-filing Letter, if requested, to Moraine Park Student Services; make sure to include the student's name and Student ID (N Number) on the letter.

If you 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).