

## How to Request IRS Verification of Non-filing Letter, 2019-2020 FAFSA

### What is a 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 you requested. It doesn't indicate whether you were required to file a return for that year. This letter is available after June 15 for the current tax year or anytime for the prior three tax years.

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 three ways:

Online: [www.irs.gov](http://www.irs.gov)  
Select "Get a Tax Transcript" then "Verification of Non-Filing Letter" (2017)

Phone: 1-800-908-9946

Mail: Form 4506, or Form 4506-T

Instructions for completing Form 4506

Complete lines 1-4, following the instructions on the form.

Line 3: Enter the non-filer's street address and zip code. Use the address currently on file with the IRS.

Line 6: Enter tax form number 1040

Line 7: Select the checkbox on the right hand side for Verification of Nonfiling

Line 9: Year or period requested field, enter 12/31/2017

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.

Signatory attests that he/she has read the attestation clause and upon so reading declares that he/she has the authority to sign the Form 4506-T. See instructions.

This box, found right above where your signature goes must be checked or your request will not be processed by the IRS.

Arkansas residents – mail the form to:	Texas and Louisiana residents – mail form to:
Internal Revenue Service RAIVS Team Stop 37106 Fresno, CA 93888	Internal Revenue Service RAIVS Team Stop 6716 AUSC Austin, TX 73301
<b>Forms may be faxed to</b>	
855-800-8105	855-587-9604

Once you receive the Verification of Non-Filing Letter, please sign, date, and submit this, and other requested documents, to the UACCH Financial Aid office. If this is for your parent(s), please make sure the student's name is written on the form.

**TO BETTER SERVE YOU, WE ASK THAT YOU TURN IN ALL  
REQUESTED DOCUMENTS AT ONE TIME.**