

How to Request the IRS Verification of Non-Filing Letter

As part of the new 2017-18 verification process for financial aid, it is required per federal regulations that people who do not file taxes submit an **IRS verification of non-filing letter** to the CMU Financial Aid Office to complete your verification. A non-filing letter will be necessary for all parties in the household (student, parent 1, parent 2, spouse) who did not file 2015 taxes.

This document from the IRS will show that there is no record of a filed tax form (1040, 1040A, or 1040EZ) for the year 2015.

Please note if you filed a Puerto Rican or Foreign Income Tax return you must submit appropriate non-filing documentation from a relevant tax authority.

Request Letter by Mail - IRS Form 4506-T

- Go to www.irs.gov/pub/irs-pdf/f4506t.pdf and print off an IRS form 4506-T form.
- Complete Lines 1a (name), 1b (SSN#), 3 (address) and 4 (if applicable)
- Complete Line 7: Select the checkbox for **Verification of Non-filing**.
- Complete Line 9: In the year or period requested field, enter "**12/31/2015**".
- The non-filer must **sign and date the form** and enter their **telephone number**.
- **Mail (do not fax** as faxing to the IRS produces a "no answer" response) the completed IRS Form 4506-T to the address provided on page 2 of form 4506-T (the Fresno, CA or Austin, TX or Kansas, MO address depending on your filing state).
- Non-filers can expect to receive a paper IRS Verification of Non-filing letter at the address provided on their 4506-T. It may take a few weeks.