



2023-2024 IRS VERIFICATION OF NON-FILING LETTER INSTRUCTIONS

What is an IRS Verification of Non-Filing Letter?

A Verification of Non-filing Letter from the IRS is required if the parent or an Independent student (or Spouse) did not file and was not required to file a 2021 Income Tax Return with the IRS. An IRS Verification of Non-Filing Letter provides proof that the IRS has no record of a filed IRS Form 1040 for the year you request. Non-Tax filers can request an IRS Verification of Non-filing Letter for their 2021 tax return status, free of charge, directly from the IRS.

How to Request an IRS Verification of Non-Filing Letter:

Please complete Method 1. If you are unable to complete the online request, complete Method 2. If you do not receive your Verification of Non-filing Letter from the IRS within 10 business days, you may then use methods 3 or 4.

Method 1: ONLINE REQUEST

Go to <https://www.irs.gov/individuals/get-transcript>

- Click "**Get Transcript ONLINE**"
- 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 your IRS Verification of Non-Filing Letter.
- Print, sign and submit the IRS Verification of Non-Filing Letter to WSCC; make sure to include the student's name and ID# on the letter.
- **Note:** Some tax filers are unable to complete this requirement using this method because they are either they never filed taxes before OR unable to validate their identity – *for example; cannot provide financial verification information, lack access to a mobile phone etc.* Unable to complete the Online Request? Use Method 2.

Method 2: Paper Request Form – IRS Form 4506-T

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

- Read instructions on page 2 of the 4506-T form.
- Complete lines 1a – 2b, following the instructions on page 2 of the form.
- Line 3, enter the non-filer's current street address and zip or postal code.
- Line 4, enter the address shown on the last return filed if different from the address entered on line 3 (if individual previously filed a federal tax return).
- Line 6, enter **1040**.
- 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**".
- Check box, by 'Signatory attests that he/she has read the attestation clause...'
- The non-filer must sign and date the form and enter their telephone number. Fax or Mail the completed IRS Form 4506-T to the fax number or address provided on page 2 of Form 4506-T.
- If the 4506-T information is successfully validated by the IRS, you can expect to receive a paper IRS Verification of Non-Filing Letter at the current address provided on their request within 10-15 days.
- Sign and submit the IRS Verification of Non-Filing Letter to WSCC Office of Financial Aid and include student's name at top right corner of letter.



Method 3: Complete WSCC's IRS Verification of Non-Filing Statement

If you have attempted method 1 or 2 above, then you may submit this form.

https://www.wscce.edu/wp-content/uploads/2020/11/21-22_IRS_Verification_of_Non-Filing-Statement-new.pdf

Method 4: Alternate Signed Statement for Verification of Non-Filing

A signed and dated statement including all the information listed below may be submitted if the independent student, student's spouse, or parents of the dependent student is unable to obtain the Verification of Non-Filing from the IRS or other tax authorities.

The Non-Tax Filer's Statement must include:

1. They attempted to obtain the Verification of Non-Filing from the IRS or other tax authorities and was unable to obtain the required documentation; and
2. They did NOT file and are not required to file a 2021 income tax return; and
3. Have listed ALL sources of 2021 income earned from work and the amount of income received from each source (*if no employment income was received, be sure to include this in the signed statement*); and
4. A copy of IRS Form W-2 or an equivalent document for each source of 2021 employment income received by the individual; and
5. Complete and Sign the appropriate (*Dependent, Independent or Parent*) '2023-2024 Non-Filer Form' found on our website at <https://www.wscce.edu/financial-aid/forms-documents/>

Note: *A dependent student who is a non-tax filer is excluded from the providing confirmation of their non-filing status from the IRS or other relevant tax authority. However, they are required to complete the Dependent Student Non-Filer Form.*

Documents can be dropped off in person at the WSCC Student One Stop, Faxed to 740.376.0257, Scan & Emailed to finaid@wscce.edu and/or Mailed to 710 Colegate Dr., Marietta, OH 45750.