

Requesting a Verification of Non-filing Letter from the IRS

You and/or your parent indicated on your 2020/2021 FAFSA that one or both of you did not file 2018 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 2018 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 **Paper Request – IRS Form 4506-T** section.

- Click on "**Get Your 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 **Address-Matching Tips** 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 "2018".
- 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. This is the address the Verification of Non-filing Letter will be sent to.
- Line 4: Enter the address used on the non-filer's last tax return (if different from Line 3.)
- Line 5: Leave blank.
- Line 6: Leave blank.
- Line 7: Select the checkbox on the right hand side for Verification of Non-filing.
- Line 9: Enter "12/31/2018" 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 destination 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 a copy of 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 on Mail & Ship tab 3) Click on Look Up a Zip Code 4) Click on Find by Address 5) Enter Street Address, City, State 6) 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 Obtain a Verification of Non-filing Letter?

If you have attempted to obtain the Verification of Non-filing Letter but have been unable to do so, you may submit:

- Income Statement Form; and
- A signed and dated statement certifying your attempt to obtain it and verifying that this attempt was unsuccessful.

Note: 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 Letter from the IRS, the non-filer must submit:

- Income Statement Form; and
- A signed and dated statement listing other income and resources supporting the individual(s) during the relevant tax year and 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 tax filing 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.

 Cal Poly Financial Aid Office
financialaid@calpoly.edu | (P): 805-756-2927 | (F): 805-756-7243
 Sensitive data must be encrypted when emailed.