

Requesting a Verification of Non-filing Letter from the IRS

You and/or your parent indicated on your 2023/2024 FAFSA that one or both of you did not file 2021 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 2021 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**"
- Sign in to existing IRS account *or* complete the ID.me Create an Account, and identify verification process.

Request Online

Request your transcript online for the fastest result.

What You Need

If you don't have an existing IRS username or ID.me account, have your photo identification ready.

What You Get

- All [transcript types](#) are available online
- View, print, or download your transcript
- Verify your identity once and you can easily return later to get a transcript or use other IRS online services

[Get Transcript Online](#)

Caution: This service is for individual taxpayers to retrieve their own transcripts for their own purposes. Use by any other entities is prohibited.



Sign In or Create a New Account

IRS now offers a sign-in option with ID.me, which offers access to IRS online services with a secure account that protects your privacy.

ID.me is an account created, maintained, and secured by a technology provider.

If you have an existing IRS username, please create an account with ID.me as soon as possible.

Sign in with an existing account

Sign in with **ID.me**

Sign in with an existing IRS username

OR

Create a new account

ID.me Create an account

Frequently Asked Questions

- Once you are signed in to your existing or new IRS account you should see the reports/transcripts you can request online.
- Select "Verification of Non-filing Letter" and in the Tax Year field, select "2021". **If the option is not available for Verification of Non-filing Letter, you may need to submit a paper request –see below.**
- 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 their Cal Poly Empl ID 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 name and street address. 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 8: Leave blank.
- * Line 9: Enter "12/31/2021" in the "Year or period requested" field.
- * Check the box above the signature field acknowledging that you have read the attestation clause above.
- * Hand-sign in the signature area, and date the form.
- * Enter taxpayer's phone number in the Phone number field of the signature area.
- * 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 business 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.

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:

- An Income Statement Form (available here - <https://www.calpoly.edu/financial-aid/forms>) with the statement on page 2 completed
- OR
- An IRS Tax Return Transcript, which will state "No Record of Return Filed" (see Option 2 on page 8 of the instructions shown [here](#))

Note: In circumstances where one or both 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:

- An Income Statement Form (available here - <https://www.calpoly.edu/financial-aid/forms>) with the statement on page 2 completed.

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.