



## **How to Request IRS Verification of Nonfiling Letter**

As part of the verification process for financial aid, the Department of Education requires that people who do not file taxes submit an IRS letter of nonfiling status to the University. A nonfiling letter will be necessary for all parties in the custodial household (i.e. student, parent 1, parent 2, spouse) that did not file taxes.

### **What is an IRS Verification of Nonfiling Letter?**

An IRS Verification of Nonfiling Letter (VNF) will provide proof from the IRS that there is no record of a filed tax form (1040, 1040A, or 1040EZ) for the year you have requested. A VNF does not provide proof that you were not required to file, only that you did not file. For any academic year in which your FAFSA is selected for verification and you reported "Will not file," you will need to request a VNF for the prior-prior year (eg. for 2022-2023, request a VNF for 2020).

Non Tax filers can request an IRS Verification of nonfiling, free of charge from the IRS in one of three ways:

#### **Online**

#### **Mailing in a form**

#### **Make an appointment at your local taxpayer assistance center.**

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

#### **Online Request**

Available at the Internal Revenue Service Website, [www.irs.gov](http://www.irs.gov).

1. "Get Your Tax Record"
2. Click "Get Transcript ONLINE" (If at any point, you cannot validate your identity – for example you cannot provide financial verification information or you lack access to a mobile phone – you will need to use the Get Transcript by MAIL option, see below for instructions).
3. Enter the non filer's Social Security Number (you can use your ITIN or EIN), e-mail address, filing status, account numbers for loan or credit card associated with your name, and mobile phone associate with your name. This information will be used to verify your identity with the IRS.
4. Click "Continue".
5. Select "Verification of Nonfiling Letter" for the correct tax year (i.e. 2020 for 2022-23).
6. If successfully validated, you will be able to view your IRS Verification of Nonfiling letter that can then print it out for submission.
7. Write the LCU Student ID on the letter and submit the letter to the financial aid office.

## **Paper Request Form – IRS Form 4506-T (Request for Transcript of Tax Return)**

1. PLEASE, PUT YOUR STUDENT ID NUMBER ON ALL DOCUMENTS YOU SEND TO LCU!
2. Download IRS Form 4506-T
3. Complete Lines 1 – 4, following the instructions on page 2 of the form.
4. Line 5: is your 10-digit customer number. Please prepend a zero to your student ID (i.e. 0910000000).
5. Line 7: Select the checkbox on the right hand side for Verification of Nonfiling.
6. Line 9: In the year or period requested field, enter “12/31/2020” for the 2022-23 AY.
7. Above the signature line: Make sure that you check the signatory authority box.
8. The non filer must sign and date the form and enter their telephone number.
9. Mail or Fax the Completed IRS Form 4506-T to the address or FAX number provided on page 2 of form 4506-T.

If the 4506-T information is successfully validated, tax filers can expect to receive a paper IRS Verification of Nonfiling letter at the address provided on their request within 5 to 10 days.

Submit the letter to the financial aid office; be sure you put your LCU student ID number on the letter.

### **How to fix address matching problems when ordering the Nonfiling letter online**

When entering the information into the IRS address matching system, note the following:

1. The address entered must match the address already on file with the IRS exactly.
2. The address on file is typically the address on your most recent tax return.
3. Spelling out the word “street” rather than using the abbreviation “st.” can sometimes be enough to cause an error.
4. Addresses on the IRS system are auto-corrected through a United States Postal Services software and may not match what you put on your tax return.

We have the following suggestions if you run into problems:

1. Have your most recent tax return in front of you to enter the address carefully as it is on your return.
2. If you have entered your address as it appears on your return and it does not work, try using the standardized version of your address.
3. To get a standardized version of your address go to the USPS website and search by Zip Code. Enter the address and click find.
4. If you still have problems, the IRS.gov Website help desk can be reached at 1-800-829-1040 (Monday through Friday) 7 am – 7 pm (Eastern Standard Time).

If you are unable to obtain a 2020 Verification of Nonfiling Letter (VNF) from the IRS or other tax authorities, you must submit a signed statement, attesting that you attempted to obtain the VNF from the IRS or other tax authorities and were unable to obtain the required documentation.

### **Contact Your Local IRS Office:**

Nearly every tax issue can now be resolved online or by phone from the convenience of your home or office. If you need help from a Taxpayer Assistance Center (TAC), call to schedule an appointment. All TACs are now providing service by appointment.

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