

**Students and parents:** If you have never filed a tax return, for any year, please contact your local IRS office for an appointment to receive a verification of non-filing letter by calling 1-844-545-5640.

## Request IRS Letter of Non-Filing

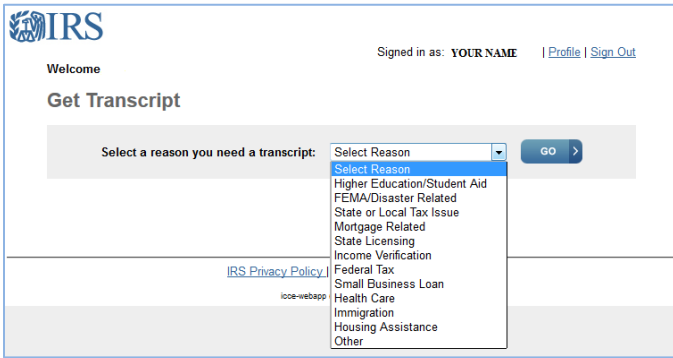
1. Visit [irs.gov/individuals/get-transcript](https://irs.gov/individuals/get-transcript).
2. Click **Get Transcript ONLINE**



3. Register in order to use the free IRS online service.  
You will need:

- Demographic information
  - Full name
  - Birthdate
  - Social Security Number
  - Address
  - Mobile phone number
- Tax filing status
- Partial financial account information:
  - Credit card, OR
  - Mortgage/home equity loan, OR
  - Home equity line of credit, OR
  - Auto loan

4. Select **Higher Education/Student Aid** from the menu.



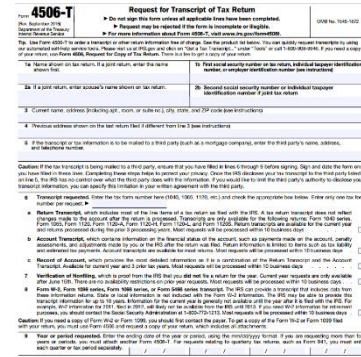
5. Select the **year** from the **Return Transcript** box.



6. Print the Letter of Non-Filing. Submit with student name and Grizly ID to Student Financial Services.

OR

1. Download and print **Form 4506-T**



3. Complete fields 1a-5 to enter your personal information.

1a Name shown on tax return. If a joint return, enter the name shown first.	1b First social security number on tax return, individual taxpayer identification number, or employer identification number (see instructions)
2a If a joint return, enter spouse's name shown on tax return.	2b Second social security number or individual taxpayer identification number if joint tax return
3 Current name, address (including apt., room, or suite no.), city, state, and ZIP code (see instructions)	
4 Previous address shown on the last return filed if different from line 3 (see instructions)	
5 If the transcript or tax information is to be mailed to a third party (such as a mortgage company), enter the third party's name, address, and telephone number.	

4. Check the box next to field 7, then write the year in field 9.

6 Transcript requested. Enter the tax form number here (1040, 1065, 1120, etc.) and check the appropriate box below. Enter only one tax form number per request.

a **Return Transcript**, which includes most of the line items of a tax return as filed with the IRS. A tax return transcript does not reflect changes made to the account after the return is processed. Transcripts are only available for the following returns: Form 1040 series, Form 1065, Form 1120, Form 1120-A, Form 1120-H, Form 1120-L, and Form 1120-S. Return transcripts are available for the current year and returns processed during the prior 3 processing years. Most requests will be processed within 10 business days . . . . .

b **Account Transcript**, which contains information on the financial status of the account, such as payments made on the account, penalty assessments, and adjustments made by you or the IRS after the return was filed. Return information is limited to items such as tax liability and estimated tax payments. Account transcripts are available for most returns. Most requests will be processed within 10 business days . . . . .

c **Record of Account**, which provides the most detailed information as it is a combination of the Return Transcript and the Account Transcript. Available for current year and 3 prior tax years. Most requests will be processed within 10 business days . . . . .

7 **Verification of Nonfiling**, which is proof from the IRS that you did not file a return for the year. Current year requests are only available after June 15th. There are no availability restrictions on prior year requests. Most requests will be processed within 10 business days . . . . .

8 **Form W-2, Form 1099 series, Form 1098 series, or Form 5498 series transcript.** The IRS can provide a transcript that includes data from these information returns. State or local information is not included with the Form W-2 information. The IRS may be able to provide this transcript information for up to 10 years. Information for the current year is generally not available until the year after it is filed with the IRS. For example, W-2 information for 2011, filed in 2012, will likely not be available from the IRS until 2013. If you need W-2 information for retirement purposes, you should contact the Social Security Administration at 1-800-772-1213. Most requests will be processed within 10 business days . . . . .

**Caution:** If you need a copy of Form W-2 or Form 1099, you should first contact the payer. To get a copy of the Form W-2 or Form 1099 filed with your return, you must use Form 4506 and request a copy of your return, which includes all attachments.

9 **Year or period requested.** Enter the ending date of the year or period, using the mm/dd/yyyy format. If you are requesting more than four years or periods, you must attach another Form 4506-T. For requests relating to quarterly tax returns, such as Form 941, you must enter each quarter or tax period separately.

5. Sign, date, and provide your phone number at the bottom of the form. Fax or mail the form to the IRS.

Signatory attests that he/she has read the attestation clause and upon so reading declares that he/she has the authority to sign the Form 4506-T. See instructions.

Signature (see instructions) \_\_\_\_\_ Date \_\_\_\_\_

Title (if line 1a above is a corporation, partnership, estate, or trust) \_\_\_\_\_

Spouse's signature \_\_\_\_\_ Date \_\_\_\_\_

Phone number of taxpayer on line 1a or 2a \_\_\_\_\_

For Privacy Act and Paperwork Reduction Act Notice, see page 2. Cat. No. 37667N Form **4506-T** (Rev. 9-2015)

6. Once the Letter of Non-Filing is received, submit with student name and Grizzly ID number to Student Financial Services.