

Option 2: Online Request (Can only be used if you have previously filed a federal tax return)

- Available at www.irs.gov.
- Under Tools, click "Get Your Tax Record".
- Click "Get Transcript ONLINE".
- Enter your 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 "20XX".
 - For Customer File Number- Enter your student ID Number
- If successfully validated, you will be able to view your IRS Verification of Non-Filing Letter.

