

## How to Request IRS Verification of Non-Filing Letter

## There are 2 options available:

**Option 1:** IRS Form 4506-T **Option 2:** Online Request (Can only be used if previously filed federal tax return)

## After you receive the IRS Verification of Non-Filing letter:

- Write your name and NWTC Student ID #.
- Keep a copy for your records.
- Submit the IRS Non-Filing Letter to the Financial Aid Office.

## Option 1: IRS Form 4506-T

- Print IRS Form 4506-T
- Lines 1 4: enter name, social security number, address.
- Line 3: enter street address and zip or postal code. Use the address currently o file with the IRS, if previously filed taxes
- Line 5b: Enter student ID number
- Line 7: Select the checkbox on the right hand side for Verification of Non-Filing.
- Line 8 (optional): Select the checkbox on the right hand side for Wage Transcript (W2s).
- Line 9: Year or period requested field, enter 12/31/20XX.
- Check the box above SIGN HERE
- Sign and date the form and enter your telephone number.
- Mail or fax the completed IRS Form 4506-T, provided on page 2 of form 4506-T.
- If the form 4506-T information is successfully validated, you can expect to receive a paper IRS Verification of Non- Filing Letter at the address provided within 10 to 15 days.

Department Internal Rev Tip. Use our autom	nated self-help	Do not sign this form unless all a	arge. See the product list below. You can et a Tax Transcript" under "Tools" or ca	t. n quickly request transcripts by using					
1a Na	ame shown on own first	tax return. If a joint return, enter the name	1b First social security number on tax i number, or employer identification	cial security number on tax return, individual taxpayer identification r, or employer identification number (see instructions)					
Y	OUR NA	ME							
2a Ifa	a joint return, e	nter spouse's name shown on tax return.	2b Second social security number if joint to	r or Individual taxpayer					
Y	OUR SPO	USE (IF APPLICABLE)							
			, and ZIP code (see Instructions)						
		RENT ADDRESS	(see instructions)						
P	REVIOUS	ADDRESS (IF APPLICABLE)							
		ber (if applicable) (see Instructions) DENT ID NUMBER							
	ective July 20 or additional in		our address of record. See What's Ne	w under Future Developments on					
	6 Transcript requested. Enter the tax form number here (1040, 1085, 1120, etc.) and check the appropriate box below. Enter only one tax form number per request.								
a R C F	Return Transo hanges made	ript, which includes most of the line items of a ta to the account after the return is processed. Tran m 1120, Form 1120-A, Form 1120-H, Form 1120-L	PUPLICABLE)  Indentification number if joint tax return SOUDES SOCIAL SECURITY NUMBER  Ing apL, room, or suite no), city, state, and ZiP code (see instructions) DDRESS Use return file of different from line 3 (see instructions) S (IF APPLICABLE) Big (see instructions) NUMBER  mail tax transcript requests only to your address of record. See What's New under Future Developments on the tax form number here (1040, 1065, 1120, etc.) and check the appropriate box below. Enter only one tax form dudes most of the line liters of a tax return as filed with the IRS. A tax return transcript does not reflect at after the return is processed. Transcripts are only available for the following returns: Form 1040 series, 1120-A, Form 1120-4, and Form 1120S. Return franscripts are available for the following returns: Form 1040 series, 1120-A, Form 1120-4, and Form 1120S. Return franscripts are available for the corrently are available for the following returns: Form 1040 series, 1120-A, Form 1120-4, and Form 1120S. Return franscripts are available for the corrently are available for the following returns: Form 1040 series, 1120-A, Form 1120-4, and Form 1120S. Return franscripts are available for the corrently are available for most returns. Most requests will be processed within 10 business days. provides the most detailed information as it is a combination of the Return In transcript and the Account is an even table for the current year's equesters. Most requests will be processed within 10 business days. Count franscripts are valiable for the current year requests. Most requests will be processed within 10 business days. Count functional in the diverse of the diverse of the form 1098 filed for the sprease Most contact the pays. Most requests will be processed within 10 business days. Count franscripts was developed with the files. For for file the 1077, will key not be available for the list will be processed within 10 business days. Count franscripts was developed with the files. For forigh filed to 1077, will key not be avai						
а	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 fied. Return information is limited to thems such as tax liability and estimated tax payments. Account transcripts are available for most returns. Most requests will be processed within 10 outsiness days .								
C F	Record of Ac	count, which provides the most detailed informat	on as it is a combination of the Ret	urn Transcript and the Account					
7 V	Verification of	Nonfiling, which is proof from the IRS that you did There are no availability restrictions on prior year r	I not flie a return for the year. Current equests. Most requests will be process						
tr e p Caution:	ranscript inform example, W-2 in ourposes, you s i if you need a	ation for up to 10 years. Information for the current y formation for 2016, filed in 2017, will likely not be ave hould confact the Social Security Administration at 1-6 copy of Form W-2 or Form 1099, you should first or	ear is generally not available until the ye allable from the IRS until 2018. If you ne 100-772-1213. Most requests will be pro intact the payer. To get a copy of the F	ar after it is filed with the IRS. For ed W-2 information for retirement cessed within 10 business days .					
9 Y	fear or period	I requested. Enter the ending date of the year or	period, using the mm/dd/yyyy format.						
y	ears or period	tay parlod sanarataly	uests relating to quarterly tax returns	a, such as Form 941, you must enter					
	1.1	IZ / 31 / 20XX Is form unless all applicable lines have been complete		REQUESTED ON EAESA*					
Signature Information sharehold certify the signature	e of taxpayer on requested. der, partner, n at I have the a date.	(5). I declare that I am either the taxpayer whose If the request applies to a joint return, at least o lanaging member, guardian, tax matters partner, e authority to execute Form 4506-T on behalf of the	name is shown on line 1a or 2a, or a ne spouse must sign. If signed by a xxecutor, receiver, administrator, trust taxpayer. <b>Note:</b> This form must be re	corporate officer, 1 percent or more ee, or party other than the taxpayer, I					
Signa has t	atory attests to the authority to	hat he/she has read the attestation clause and upor sign the Form 4506-T. See instructions.	so reading declares that he/she	Phone number of taxpayer on line 1a or 2a					
	N YOU	R SIGNATURE	DATE	PHONE NUMBER					
Cian		(see instructions)	Date						
Sign Here	Title (if line	a 1a above is a corporation, partnership, estate, or trust)							
	<u>ا</u>								
	Spouse's	signature	Date						

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

- Available at <u>www.irs.gov</u>.
- 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.

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Individu	ual Taxpayer ID	Number (ITIN)	Apply for	a Payment Plan		