



IRS Verification of Nonfiling

For 2017-2018 financial aid award year, the U.S. Department of Education is requiring students and parents that indicate on the FAFSA they did not file a 2015 Tax Return to provide verification on non-filing from the IRS.

3 Ways to Request IRS Verification of Nonfiling:

1. Complete IRS form 4506T. Mark box 7 to request Verification of Nonfiling
2. Request by phone at 1-800-908-9946
3. Request online through the IRS "Get Transcript Online" tool

<https://www.irs.gov/individuals/get-transcript>

(The online system requires you to make a secure IRS account and may not be available to those without credit history or who have never filed with the IRS)

How to request an IRS Verification of Nonfiling Letter:

Paper Request Form – IRS Form 4506-T

Form can be downloaded from <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>

Complete lines 1-4, following the instructions on page 2 of the form

- Line 3: enter the nonfilers street address and zip code. Use the address currently on file with the IRS.
- Line 5: provides nonfilers with the option to have their IRS Verification of Nonfiling mailed directly to a third party by the IRS. If you would like to send it directly to Polaris Career Center, send to the following:
Attn: Ali Graham, Polaris Career Center, 7285 Old Oak Blvd,
Middleburg Heights, Ohio 44130
- Line 7: Select the checkbox on the right hand side for Verification of Nonfiling
- Line 9: Year or period requested field, enter "12/31/2015"
- The nonfiler must sign and date the form and enter their telephone number. Only one signature is required when request a join IRS Verification on Nonfiling
- Mail or fax the completed form to the address (or Fax number) provided on page 2 of the form
- If the 4506-T information is successfully validated, the student/parent (or Polaris Career Center, if sent to school) can expect to receive a paper IRS Verification of Nonfiling Letter at the address provided on their request within 5-10 days. (It is the student's responsibility to follow up with Ali Graham)

Telephone Request

Available from the IRS by calling 1-800-908-9946

- Tax filers must follow prompts to enter their social security number and the numbers in their street address. Generally this will be the numbers of the street address that was listed on the latest tax return filed.
- Select "Option 2" to request an IRS Verification of Nonfiling and then enter "2015"
- If the 4506-T information is successfully validated, the student/parent (or Polaris Career Center, if sent to school) can expect to receive a paper IRS Verification of Nonfiling Letter at the address provided on their request within 5-10 days.
- IRS Verification of nonfiling requested by telephone cannot be sent directly to a third party by the IRS