INSTRUCTIONS ON REQUESTING A VERIFICATION OF NONFILER FORM

If a married couple are nonfilers, you will need to request two separate forms, one for each spouse

Online Request

Available at https://www.irs.gov/individuals/get-transcript

Note: This option is not available if you have not filed in the past 3 years.

- 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 cannot use this option.
- Follow instructions for creating an account or log in. To create an account, you will need your Social Security Number or Individual Tax Identification Number, email address, birthdate, mailing address from latest tax return, tax filing status, account number for loan or credit card associated with your name, and mobile phone associated with your name.
- Select "**Verification of Non-filing Letter**" and in the Tax Year field, select "**2018**".
- If successfully validated, you will be able to view your IRS Verification of Non-filing Letter.

Paper Request Form – IRS Form 4506-T

Download IRS Form https://www.irs.gov/pub/irs-pdf/f4506t.pdf

- Complete Line 1a and 1 b.
- Complete Line 3.
- Complete Line 4 if the address currently on file with the IRS (for your) is different from your current address.
- Line 7. Check the box on the right hand side for Verification of Nonfiling.
- Line 9. Year or period requested field, enter "12/31/2018".
- Sign Here line. The non-filer must sign and date the form and enter their telephone number.
- IMPORTANT Check the box in the signature area to acknowledge you have the authority to sign and request the information. The form will not be processed and returned to you if the box is unchecked.
- 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, you can expect to receive a paper IRS Verification of Non-filing Letter at the address provided on the request within 5 to 10 days.

Helpful hints

Before submitting any documents to our office make a copy for your files and put your child's full name and JCU ID on all documents.