

## How to Request a 2018 IRS Verification of Non-Tax Filing Letter

To complete federal verification, all parents of dependent students or independent students and their spouses (if married) that did not individually file a 2018 tax return are required to provide documentation from the IRS, or relevant tax authority that clearly indicates a 2018 IRS income tax return was not filed.

There are three options:

1. Online request
2. By phone
3. Use the IRS Form 4506-T

1). To request a tax return transcript online, navigate to [www.irs.gov](http://www.irs.gov)

Click Get Your Tax Record

- Click “Get Transcript Online”
- Enter the non-filer’s social security number, email address, filing status, account numbers for loan or credit card associated with your name, and mobile phone associate 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 and print a copy of your IRS Verification of Non-filing Letter.
- If you cannot validate your identity- for example, if you cannot provide financial verification information or you lack access to a mobile phone- you may utilize the Get Transcript by Mail option

2). Order from the IRS by calling 1-800-908-9946

- Non-filers must follow prompts to enter their social security number and the numbers in their street address. Generally this will be numbers of the street address that was listed on the latest tax return filed.
- Select “Option 2” to request an IRS Verification of Non-filing letter and then enter “2018”
- If successfully validated, non-filers expect to receive a paper IRS Verification of Non-filing letter at the address provided in their telephone request within 10-15 days from the time of the request
- IRS Verification of Non-filing letter requested by telephone cannot be sent directly to a third party by the IRS.

3). Use the paper [IRS Form 4506-T](#). Follow the instructions below to complete the paper request form:

- Complete **lines 1-4** following the instructions on page 2 of the form (specifically in the bottom of the second column).
- **Line 7:** Select the checkbox on the right hand side for Verification of Non-filing.
- **Line 9:** Enter 12/31/2018 in the year or period requested field.
- The non-filer must sign and date the form and enter their phone number.
- 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 form 4506-T information is successfully validated, tax filers can expect to receive a paper IRS Verification of Non-filing letter at the address provided on their request within 10-15 days.

Please note: Instead of a “Verification of Non-filing” letter, we can also accept any IRS document (such as a Form 13873 or Tax Account Transcript) that clearly indicates that the IRS does not have a tax return record on file for 2018.

**What happens if my parents live outside the U.S and cannot obtain the IRS Verification of Non-filing Letter?**

Individuals from a U.S. territory or commonwealth (Puerto Rico) or a foreign central government who are not required to file an income tax return under that taxing authority’s rules must submit the following:

A signed and dated statement certifying:

- The sources and amounts of all of the individual(s) income in 2018, converted to U.S. dollars, and
- That the individual(s) has not filed and is not required to file taxes in 2018 in his/her country, and the name of that country, AND Documentation from the taxing authority that the individual(s) did not file a tax return.
- If such documentation does not exist, or if the individual(s) is unable to obtain the documentation, the individual must include in his/her signed statement a certification stating that that the tax authority does not provide such documentation or that the individual was unable to obtain the documentation after contacting the tax authority.

Please submit this documentation of nontax filing status to Quincy College’s Office of Financial Aid. Include the student’s name and Quincy College ID # on the document.

By mail or in person:  
 Quincy College Financial Aid  
 Presidents Place  
 1250 Hancock Street Suite  
 203N  
 Quincy, MA 02169

By fax: (617) 984-1769

By email:  
 financialaid@quincycollege.edu