



**OZARKA  
COLLEGE**

*Financial Aid*

## **NON-FILER Instructions to Request IRS Verification**

### **What is an IRS Verification of Non-filing Letter & why do I need it?**

An IRS Verification of Non-filing Letter - provides proof that the IRS has no record of a filed Form 1040, 1040A or 1040EZ for the year you requested. You have selected "Not Filing" as your Federal Tax Return status on the FAFSA and we must verify this before your eligibility may be determined.

As a Non Tax filer, you can request an IRS Verification of Non-filing status for 2016, free of charge, from the IRS in one of three ways:

- [Online](http://www.irs.gov)                      [www.irs.gov](http://www.irs.gov)
- [By Telephone](tel:1-800-4FED-AID)            1-800-4FED-AID
- [By Paper](#)                      Form 4506-T (*printable from the IRS website or in the Financial Aid Office*)

**\*\*\* If you have trouble entering your street address into an online form, try the suggestions on the back of these instructions. \*\*\***

### **Online Request** [www.irs.gov](http://www.irs.gov)

- Under Tools, click "Get a tax transcript"
- 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 may use Get Transcript by MAIL, see below)
- Enter the non-filer's Social Security Number, email address, filing status, and mobile phone number.
- Click "Continue"
- Select "**Verification of Non-filing Letter**" and in the Tax Year field, select "**2016**".
- If successfully validated, you will be able to view your IRS Verification of Non-filing Letter.
- Sign and submit the IRS Verification of Non-filing Letter to Ozarka College Financial Aid Office and make sure to include the student's name and SSN on the letter.

### **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 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 "**2016**".
- If successfully validated, non-filers can expect to receive a paper IRS Verification of Non-filing Letter at the address provided in their telephone request within 5 to 10 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.
- Sign and submit the IRS Verification of Non-Filing Letter to Ozarka College Financial Aid Office and include the student's name and SSN on the letter.

## Paper Request Form – IRS Form 4506-T

Download IRS Form 4506-T at <https://www.irs.gov/pub/irs-pdf/f4506t.pdf> 📄 It can also be picked up in the Ozarka College Financial Aid Office.

- Complete lines 1 – 4, following the instructions on page 2 of the form.
- Line 3: enter the non filer's street address and zip or postal code. Use the address currently on file with the IRS. ([Problems entering your street address?](#))
- Line 5 provides non filers with the option to have their IRS Verification of Non-filing Letter mailed directly to a third party by the IRS. Do not have your IRS Verification of Non-filing Letter sent directly to Ozarka College.
- **Line 7: Select the checkbox on the right hand side for Verification of Nonfiling.**
- Line 9: Year or period requested field, enter "12/31/2016".
- The non filer must sign and date the form and enter their telephone number. Only one signature is required when requesting a joint IRS Verification of Non-filing Letter.
- **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, tax filers can expect to receive a paper IRS Verification of Non-filing Letter at the address provided on their request within 5 to 10 days.
- Sign and submit the IRS Verification of Non-filing Letter to Ozarka College Financial Aid Office and include the student's name and SSN on the letter.

### How to fix address matching problems when ordering online

When entering the information into the IRS address matching system note the following:

- The address entered must match the address already on file with the IRS exactly.
- The address on file is typically the address on your most recent tax return.
- Spelling out the word "street" rather than using the abbreviation "st." can be enough to cause an error.
- Addresses on the IRS system are auto-corrected through a post office program and may not match what you put on your tax return.

We suggest the following if you run into problems:

- Have your taxes in front of you and enter the address carefully as it is on your return.
- If you entered your address as it appears on your return and it doesn't work, try using the standardized version of your address.
  - To get a **standardized version of your address:** 1) go to [www.usps.com](http://www.usps.com) 2) Click Look Up a Zip Code 3) Enter Street Address, City, State 4) Click Find
- If you still have problems, the IRS.gov Website Help Desk can be reached toll-free at 1-800-876-1715, Monday - Friday 8:00 a.m. - 8:00 p.m. (Eastern Time).