

How to Get a Verification of Non-Filing Letter

- Available on the IRS website at www.irs.gov, but you must register to use this service.
- Individuals who did not file an IRS tax return for the relevant tax year will, if they successfully register for Get Transcript Online, receive a PDF page indicating that the IRS has no record of a tax return being filed for the requested year.
- To register, you will need your full name, an email address, birthdate, social security number, tax filing status and current address.
- To verify your identity, you must provide a number from ONE financial account. You can use a credit card, mortgage or home equity loan, home equity line of credit or an auto loan. To protect your information, you must have a mobile phone in your name to receive a text message.
- In the **Tools** section on the homepage, click “Get a Tax Transcript” then click “Get Transcript Online”.
- Under “First Time Users” select “Get Started”. You will be prompted for information to setup your account.
- If you already have an account, enter your User Name under “Returning Users”.
- You can print the transcript and/or save as a PDF. **DO NOT save a transcript unless you are on your personal computer.**
- When finished, log out and close the browser.

If you are unable to get a verification of non-filing letter online:

You may also obtain a verification of non-filing letter by submitting a paper Form 4506-T. This request method will result in the IRS mailing a paper letter to the address on file with the IRS.