

How to obtain IRS verification of non-filing documentation:

Option 1:

- 1) Go to <https://www.irs.gov/individuals/get-transcript> and choose “Get Transcript Online.”
- 2) Login or follow prompts to create an account.
- 3) Once logged in, choose “2016” from the **Return Transcript** box to obtain an IRS verification of non-filing letter.

Option 2:

- 1) Complete IRS Form 4506-T to request a Verification of Non-Filing Letter for 2016 and submit it to the IRS. A pre-populated form can be found [here](#). You may also request a copy of your Wage and Income transcript by checking box 8 if you earned income and do not have a copy of your W-2 or earnings statement.
- 2) Please be sure to complete all items on lines 1-4 if applicable, and complete the bottom section. ***Be sure to fill out the address sections correctly to prevent delays in processing***
- 3) Submit the 4506-T form to the IRS using the contact information for your region on the last page. You should receive your verification of non-filing letter in the mail in 5-10 business days once the IRS has processed your request.