

Verification of Non-filing Letter

NEW for 2018–2019! Submit an IRS Verification of Non-filing Letter. The federal government now requires U.S. citizens and permanent residents to have the IRS verify if no tax return was filed. If you did not file a 2016 tax return, you must request a Verification of Nonfiling Letter from the IRS and submit the nontax filers form as part of your financial aid materials. An IRS Verification of Non-filing Letter can be obtained online using the IRS Get Transcript service at www.IRS.gov Click on the “Get Your Tax Record” link. Select “Get Transcript Online” and follow instructions.

If the individual cannot obtain one online for whatever reason, it must be obtained by completing and checking box 7 on the IRS Form 4506-T, and faxing/ mailing it to the IRS. **DO NOT list Indian Hills Community College as a third-party recipient** when requesting your nonfiling letter. You should have the IRS send the document directly to you; then you should submit a copy to IHCC.

Note: You must submit a Verification of Nonfiling Letter **in addition to** submitting a Nontax filers Form.

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. It doesn't indicate whether you were required to file a return for that year. This letter is available after June 15 for the current tax year or anytime for the prior three tax years using Get Transcript Online or Form 4506-T. A VONF letter is not available through the online Get Transcript by Mail or through the automated phone request process.