

How to Request IRS Verification of Non-filing Letter

What is an IRS Verification of Non-filing Letter?

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, if requested, to [Old Dominion University](#); make sure to include the student's name and University Identification Number (UIN) 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>

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.

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 Old Dominion University.

Line 6: Enter tax form number 1040.

Line 7: Select the checkbox on the right-hand side for Verification of Nonfiling.

Line 9: Year or period requested field, enter "12/31/2018".

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, if requested, to [Old Dominion University](#); make sure to include the student's name and University Identification Number (UIN) on the letter.

How to fix address matching problems when ordering online

When entering the information into the IRS address matching system note the follow