



IRS Non-Filing Letter Instructions

Please Note: *This letter is available after June 15 for the **current** tax year.*

If you need a tax return transcript or verification of non-filing letter here are some options:

1. Download your tax transcript at [Get Transcript Online](#). Review the identity authentication requirements before attempting to register.
2. Use [Get Transcript by Mail](#) and a transcript will be mailed to the address we have on file for you within five to ten calendar days.
3. Call our automated line at [1-800-908-9946](tel:1-800-908-9946) and a transcript will be mailed to the address we have on file for you within five to ten calendar days.
4. Submit Form [4506-T](#), Request for Transcript of Tax Return, by mail or fax. Most transcript requests are processed within ten business days and then mailed.

Online Request Instructions

Available at the Internal Revenue Service Website. <https://www.irs.gov/individuals/get-transcript>

“Get Your Tax Record”

- 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 will need to use the Get Transcript by MAIL option.
- Enter the non-filer’s Social Security Number (you can use your ITIN or EIN), e-mail address, filing status, account numbers for loan or credit card associated with your name, and mobile phone associate with your name. This information will be used to verify your identity with the IRS.
- Click “Continue”.
- Select “Verification of Non-filing Letter” for the correct tax year requesting.

If successfully validated, you will be able to view your IRS Verification of Non-filing letter that can then print it out for submission.

Mail Request Instructions

“Get Transcript by MAIL”

- Enter the non-filer’s Social Security Number (you can use your ITIN or EIN)
- Enter the non-filers Date of Birth
- Enter Street non-filers Address and zip code.
- Click “Continue”
- Select Transcript Type (Return Transcript)
- Select Tax Year
- Customer File Number-If you are ordering for yourself and you are not a tax practitioner, lender, or a college financial aid office; there is no need to enter anything.
- Click “Continue”

Your request should be accepted, please allow 5-10 days to receive. It will be mailed to the address the IRS has on file for you.