

# Instructions on how to get an IRS Letter of Nonfiling

Go to [www.irs.gov](http://www.irs.gov)

Choose either “Get Transcript Online” or Get Transcript by Mail”

You will need to go through the registration process:



### First Time Users

If this is the first time you are using this online service, we will need to verify your identity before we proceed.

**GET STARTED** >

### Returning Users

Log in below if you've previously registered through any of the following applications:

- Get Transcript
- Identity Protection PIN (IP PIN)
- Online Payment Agreement (OPA)
- ePostcard
- Qualified Intermediary System (QI/WP/WT)

Username

Mask Username

**LOG IN** >

[Forgot Username](#)

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WARNING! By accessing and using this government computer system, you are consenting to system monitoring for law enforcement and other purposes. Unauthorized use of, or access to, this computer system may subject you to criminal prosecution and penalties.



## You will need to register in order to use this service

### Registration is

**Fast:** Signing up only takes about 15 minutes

**Secure:** Only you will have access to your tax information

**Convenient:** you will only need to verify your identity once

**Free:** There is no charge to sign up *(Message and data rates may apply to send a security code to your mobile phone)*

Before we get started, we're going to ask you some simple questions to make sure you have everything you need.

**CONTINUE** >



## You will need some information about yourself to register

Please have the following information and materials to complete registration:

- Full Name
- Email
- Birthdate
- Social Security Number (SSN) or Individual Tax Identification Number (ITIN)
- Tax filing status
- Current address

Do you have this information available?

NO

YES



## You need a financial account to register

To verify your identity, we will need a number from ONE of your financial accounts. We can use any of the following:

- Credit Card OR
- Mortgage or Home Equity Loan OR
- Home Equity Line of Credit OR
- Auto Loan

You will only need to provide the loan account number or a few digits from a credit card number. We only use this information to verify your identity. **You will not be charged any money and are not sharing any account balances or other financial information with us.**

A soft inquiry will show up on your credit report to let you know that the IRS accessed your credit report information. This will not increase or decrease your credit score and lenders will not be able to see this.

If you have placed a credit security freeze with Equifax, you must contact Equifax to have the freeze temporarily removed before continuing. Once registration is complete, you may contact Equifax to resume the freeze.

**Do you have this financial information available?** (If you don't have the account information on hand, you should answer 'No'.)

NO

YES





## Enter email confirmation code

We just sent you an email to [REDACTED] with a confirmation code. Please read that email and enter the code here.

Please keep this window open so you don't have to start over.

Open your email in another tab or window: [Gmail](#) [Outlook](#) [Yahoo](#) [AOL](#)

Enter Email Confirmation Code

Please allow a few minutes for the code to arrive. Check your spam or junk folder if you don't see it. If you didn't receive the confirmation code, [try resending the email](#).

CANCEL

CONTINUE





## Help us verify your identity with some basic information

If we are not able to match the information you enter with our records, you will not be able to use this online service but [other options are available to you.](#)

### Personal Information

All information should match your latest tax return.

First Name  [Edit](#)

Last Name  [Edit](#)

Date of Birth  
Month  Day  Year

Social Security Number (SSN) or Individual Tax ID Number (ITIN)

### Filing Status

I have filed a tax return in the past seven years

I have not filed a tax return in the past seven years

### Address Information

Your address must match your most recently filed tax return. [Address Help](#)

Address Line 1

Address Line 2 (Optional)

City

State / Territory

Zip Code

Country  
United States



## Try another method

This system requires information to register in order to protect your information. We know that not everyone has all this information available and we are working to improve who can securely register. In the meantime, please try an alternative method.

If you have all the information we're asking for but don't have it handy, you can enter the process once you've had time to gather the necessary information.

If you don't have all the information we're asking for or don't want to provide it, there may be alternatives available to you.

[GO BACK](#)

[WHAT ARE MY ALTERNATIVES](#) >



## Transcript Types

We offer the following transcript types at no charge to you:

- **Tax Return Transcript** - shows most line items including your **adjusted gross income (AGI)** from your original tax return (Form 1040, 1040A or 1040EZ) as filed, along with any forms and schedules. It doesn't show changes made after you filed your original return. This transcript is only available for the current tax year and returns processed during the prior three years. A tax return transcript usually meets the needs of lending institutions offering mortgages and student loans. **Note:** the secondary spouse on a joint return must use Get Transcript Online or Form 4506-T to request this transcript type. When using Get Transcript by Mail or phone, the primary taxpayer on the return must make the request.
- **Tax Account Transcript** - shows basic data such as return type, marital status, adjusted gross income, taxable income and all payment types. It also shows changes made after you filed your original return. This transcript is available for the current tax year and up to 10 prior years using Get Transcript Online or Form 4506-T. When using Get Transcript by Mail or phone, you're limited to the current tax year and returns processed during the prior three years.
- **Record of Account Transcript** - combines the tax return and tax account transcripts above into one complete transcript. This transcript is available for the current tax year and returns processed during the prior three years using Get Transcript Online or Form 4506-T.
- **Wage and Income Transcript** - shows data from information returns we receive such as Forms W-2, 1099, 1098 and Form 5498, IRA Contribution Information. Current tax year information may not be complete until July. This transcript is available for up to 10 prior years using Get Transcript Online or Form 4506-T.
- **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. You must use Form 4506-T if you need a letter for tax years older than the prior three years.

**Request for Transcript of Tax Return**

▶ **Do not sign this form unless all applicable lines have been completed.**  
 ▶ **Request may be rejected if the form is incomplete or illegible.**  
 ▶ **For more information about Form 4506-T, visit [www.irs.gov/form4506t](http://www.irs.gov/form4506t).**

OMB No. 1545-1872

**Tip.** Use Form 4506-T to order a transcript or other return information free of charge. See the product list below. You can quickly request transcripts by using our automated self-help service tools. Please visit us at IRS.gov and click on "Get a Tax Transcript..." under "Tools" or call 1-800-908-9946. If you need a copy of your return, use **Form 4506, Request for Copy of Tax Return**. There is a fee to get a copy of your return.

1a Name shown on tax return. If a joint return, enter the name shown first.	1b First social security number on tax return, individual taxpayer identification number, or employer identification number (see instructions)
2a If a joint return, enter spouse's name shown on tax return.	2b Second social security number or individual taxpayer identification number if joint tax return
3 Current name, address (including apt., room, or suite no.), city, state, and ZIP code (see instructions)	
4 Previous address shown on the last return filed if different from line 3 (see instructions)	
5 If the transcript or tax information is to be mailed to a third party (such as a mortgage company), enter the third party's name, address, and telephone number.	

**Caution:** If the tax transcript is being mailed to a third party, ensure that you have filled in lines 6 through 9 before signing. Sign and date the form once you have filled in these lines. Completing these steps helps to protect your privacy. Once the IRS discloses your tax transcript to the third party listed on line 5, the IRS has no control over what the third party does with the information. If you would like to limit the third party's authority to disclose your transcript information, you can specify this limitation in your written agreement with the third party.

6 **Transcript requested.** Enter the tax form number here (1040, 1065, 1120, etc.) and check the appropriate box below. Enter only one tax form number per request. ▶

a **Return Transcript**, which includes most of the line items of a tax return as filed with the IRS. A tax return transcript does not reflect changes made to the account after the return is processed. Transcripts are only available for the following returns: Form 1040 series, Form 1065, Form 1120, Form 1120-A, Form 1120-H, Form 1120-L, and Form 1120S. Return transcripts are available for the current year and returns processed during the prior 3 processing years. Most requests will be processed within 10 business days . . . . .

b **Account Transcript**, which contains information on the financial status of the account, such as payments made on the account, penalty assessments, and adjustments made by you or the IRS after the return was filed. Return information is limited to items such as tax liability and estimated tax payments. Account transcripts are available for most returns. Most requests will be processed within 10 business days . . . . .

c **Record of Account**, which provides the most detailed information as it is a combination of the Return Transcript and the Account Transcript. Available for current year and 3 prior tax years. Most requests will be processed within 10 business days . . . . .

7 **Verification of Nonfiling**, which is proof from the IRS that you **did not** file a return for the year. Current year requests are only available after June 15th. There are no availability restrictions on prior year requests. Most requests will be processed within 10 business days . . . . .

8 **Form W-2, Form 1099 series, Form 1098 series, or Form 5498 series transcript.** The IRS can provide a transcript that includes data from these information returns. State or local information is not included with the Form W-2 information. The IRS may be able to provide this transcript information for up to 10 years. Information for the current year is generally not available until the year after it is filed with the IRS. For



- You can obtain a copy of Form 4506-T on IRS.gov or by using this link: <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>
- If you elect to receive the Verification of Nonfiling online you will receive a pdf. If you choose or must mail in the form you will receive the Verification of Nonfiling by mail.
- **Form 4506-T must be mailed by you to the IRS to the address listed on the form. The school cannot mail or process this form for you.**