



OFFICE OF
FINANCIAL AID

How to Request IRS Verification of Non-filing Letter for 2019

What is an IRS Verification of Non-filing Letter?

An IRS Verification of Non-filing (VNF) Letter - provides proof that the IRS has no record of a filed Form 1040, 1040A or 1040EZ for 2019.

Non-Tax filers can request an IRS Verification of Non-filing (VNF) Letter of their 2019 tax return status, free of charge, from the IRS in one of three ways:

- [By Paper](#)
- [Online](#)
- [By Telephone](#)

NOTE: Your street address for request should be exactly as it is on your tax return for 2019

Unable to Obtain Verification of Non-filing (VNF) Letter?

If you are unable to obtain VNF from the IRS or other tax authorities, the institution may accept:

- A signed statement certifying that the individual -
 1. Attempted to obtain the VNF from the IRS or other tax authorities and was unable to obtain the required documentation; and
 2. Has not filed and is not required to file a 2019 income tax return, and a listing of the sources of any 2019 income earned by the individual from work and the amount of income from each source; and
- A copy of IRS Form W-2, or an equivalent document, for each source of 2019 employment income received by the individual.

Submit Documents by either:

MAIL

Piedmont University
Financial Aid Office
P.O. Box 10
Demorest, GA 30535

FAX (706)778-0708

Questions? Call 706-776-0114

Ordering a Verification of Non-Filing Letter

1. Paper Request Form – IRS Form 4506-T: Preferred method for individuals who have never filed a tax return.

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 Piedmont University.
- Line 7: Select the checkbox on the right hand side for Verification of Non-filing.
- Line 9: Year or period requested field, enter "12/31/2019".
- 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 you FAX this form, please note that FAX numbers have changed for the IRS. For those living in Georgia, the FAX Number is 855-821-0094.)
- If the 4506-T information is successfully validated, you may expect to receive a paper IRS Verification of Non-filing Letter at the address provided on request within 5 to 10 days.
- Submit the IRS Verification of Non-filing Letter to Piedmont University; make sure to include the student's name and Student ID on the letter.

2. ONLINE: <https://www.irs.gov/individuals/get-transcript>

- 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 may use Get Transcript by MAIL, see below)
- Enter the non-filer's social security number, email address, filing status, [account numbers](#) for loan or credit card associated with your name, and mobile phone associated with your name.
- Click "Continue"
- Select "**Verification of Non-filing Letter**" and in the Tax Year field, select "**2019**".
- If successfully validated, you will be able to view your IRS Verification of Non-filing Letter.
- Submit the IRS Verification of Non-filing Letter to Piedmont University; make sure to include the student's name and Student ID on the letter.

3. Telephone Request: IRS automated phone number **1-800-908-9946**

- Tax filers must follow prompts to enter their social security number and the numbers in their street address. Generally this will be numbers of the street address that was listed on the latest tax return filed.
- Select "**Option 2**" to request an **IRS Verification of Non-filing Letter** and then enter "**2019**".
- If successfully validated, non-filers can expect to receive a paper IRS Verification of Non-filing Letter at the address provided in their telephone request within 5 to 10 days from the time of the request.
- IRS Verification of Non-filing Letter requested by telephone cannot be sent directly to a third party by the IRS.
- Submit the IRS Verification of Non-filing Letter to Piedmont University; make sure to include the student's name and Student ID on the letter.