

Verification of Non Filing Letter: The Verification of Non Filing Letter from the Internal Revenue Service, IRS, simply affirms that the IRS has no record of a Federal Tax Return being filed. **Note:** This does not verify that a Tax Return was not required to be filed.

The Verification of Non Filing Letter can be requested either online or by completing the IRS 4506-T Form.

****NOTE**** To use the online tool you will need to have the following 1) Access to your email account, and 2) your personal account number from a credit card, mortgage, home equity loan, home equity line of credit or car loan, and 3) mobile phone with your name on the account

To request a Verification of Non Filing Letter online you will need to:

- 1) Go online to www.irs.gov
- 2) Click on "Get Your Tax Record"
- 3) Click on "Request Online" and follow the prompts

To request a Verification of Non Filing Letter with IRS Form 4506-T you will need to

- 1) Complete the [IRS Form 4506-T](#)
- 2) Complete questions 1 through 5
- 3) In question 7, check the box next to **Verification of Non Filing**
- 4) In question 9, indicate the tax year being requested. For example, for 2018 you would enter 12/31/2018.
- 5) Sign and date the form
- 6) Mail the form to the address on the back of the IRS Form 4506-T

Wage and Income Transcript: The Wage and Income Transcript from the Internal Revenue Service, IRS, is a transcript of all your W2 and 1099 Forms submitted to the IRS.

The Wage and Income Transcripts can be requested either online or by completing the IRS 4506-T Form.

****NOTE**** To use the online tool you will need to have the following 1) Access to your email account, and 2)your personal account number from a credit card, mortgage, home equity loan, home equity line of credit or car loan, and 3) mobile phone with your name on the account

To request a Wage and Income Transcript online you will need to:

- 1) Go online to www.irs.gov
- 2) Click on "Get Your Tax Record"
- 3) Click on "Request Online" and follow the prompts

To request a Wage and Income Transcript with IRS Form 4506-T you will need to

- 1) Complete the [IRS Form 4506-T](#)
- 2) Complete questions 1 through 5
- 3) In question 8, check the box next to **Form W-2, Form 1099 Series, Form 1098 series, or Form 5498 series transcript**
- 4) In question 9, indicate the year being requested. For example, for 2018 you would enter 12/31/2018.
- 5) Sign and date the form
- 6) Mail the form to the address on the back of the IRS Form 4506-T