

## IRS Tax Return Transcript and Verification of Non-Filing Request Process

If your FAFSA is selected for verification, and you did not use the IRS Data Retrieval option, or you changed the IRS data, you will be required to request a tax transcript from the IRS and submit it to the financial aid office.

Tax filers can request a copy of their 2017 transcript from the IRS in multiple ways. Please select one.

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### 1. Online Request to Receive Transcript Via USPS Mail

- Go to <https://www.irs.gov/transcript>
- Select “Get Transcript by Mail.” Make sure to request the “IRS Tax Return Transcript” and **NOT** the “IRS Tax Account Transcript”.
- Input all information exactly how it was reported on your tax return and submit request.
- Allow 5-10 business days to receive requested transcript to address of record.
- Once your transcript is received please mail it to: Dominican University, Office of Financial Aid, 7900 West Division Street, River Forest, IL 60305.
- There is an on-line option to immediately receive and download the transcript as a PDF file but this process requires several steps (including providing financial information) to verify your identity.

### 2. Telephone Request

- Call the IRS at 1-800-908-9946
- Tax filers must follow prompts to enter information
- Select “Option 2” to request an IRS Return Transcript and then enter “2017”.
- Once successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript within 10 days. IRS Tax Return Transcripts requested by telephone cannot be sent directly to a third party by the IRS.
- Once your transcript is received please mail it to: Dominican University, Office of Financial Aid, 7900 West Division Street, River Forest, IL 60305.
- You can also request your transcript by using your smartphone and downloading the **IRS2Go** mobile phone app at [www.irs.gov/uac/IRS2GoApp](http://www.irs.gov/uac/IRS2GoApp)

### 3. Paper Request Form – IRS Form 4506T-EZ (Use to only request IRS Tax Return Transcript)

- Download the IRS form at <http://www.irs.gov/pub/irs-pdf/f4506tez.pdf>
- Mail or fax the completed form to the IRS using the information provided on the form.

### 4. Paper Request Form – IRS Form 4506T

- Use form 4506 T to request the following: IRS Tax Return Transcript, IRS Account Transcript, IRS Record of Account Transcript, Verification of Non-filing Letter, Wage and Income Transcript.
- Download the IRS form at <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>
- Mail or fax the completed form to the IRS using the information provided on the form.

The **IRS Verification of Non-Filing Letter** will be required anytime a parent, spouse, independent student or nontax filer is subject to verification. This includes any individual who is subject to verification and who did not file taxes, regardless of the amount of income (even zero).

### **What is an IRS Verification of Non-filing Letter and How Do I Obtain One?**

An IRS 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.

Non Tax filers can request an IRS Verification of Non-filing of their 2017 tax return status, free of charge, from the IRS in one of three ways:

- Online
- By Telephone
- By Paper

Note: If you filed a Puerto Rican or Foreign Income Tax Return you must submit appropriate non-filing documentation from a relevant tax authority.

#### **1. Online Request**

Available at [www.irs.gov](http://www.irs.gov)

- Under Tools, click "Get a tax 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 "2017".
- If successfully validated, you will be able to view your IRS Verification of Non-filing Letter.
- Sign and submit the IRS Verification of Non-filing Letter to Dominican University; make sure to include the student's name and ID number on the letter.

#### **2. Online Request to Receive Transcript by Mail**

Available at [www.irs.gov](http://www.irs.gov)

- Under Tools, click "Get Transcript of Your Tax Records"
- Click "Get Transcript by MAIL"
- Enter the non filer's Social Security Number, date of birth, street address, and zip or postal code. Use the address currently on file with the IRS.
- Click "Continue"
- Select "Verification of Non-filing Letter" and in the Tax Year field, select "2017".
- If successfully validated, non filers can expect to receive a paper IRS Verification of Non-filing Letter at the address included in their online request within 5 to 10 days.
- Sign and submit the IRS Verification of Non-filing Letter to Dominican University; make sure to include the student's name and ID Number on the letter.

### 3. Telephone Request

Available from the IRS by calling 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 "2017".
- 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.
- Sign and submit the IRS Verification of Non-filing Letter to Dominican University; make sure to include the student's name and ID number on the letter.

### 4. 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 Dominican University.**
- Line 7: Select the checkbox on the right hand side for Verification of Non-filing.
- Line 9: Year or period requested field, enter "12/31/2017".
- 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 to Dominican University; make sure to include the student's name and ID number on the letter.

**Please Note:** Tax assistance centers no longer accept walk-in visitors to obtain transcripts. In addition, appointments to one of the centers have a 3 to 4 week wait time and individuals who are only requesting transcripts will be directed to visit the [www.irs.gov/transcript](http://www.irs.gov/transcript) website for other alternatives.

**If you have problems, the IRS.gov Website, their Help Desk can be reached toll-free at 1-800-876-1715, Monday - Friday 8:00 a.m. - 8:00 p.m. (Eastern Time).**