



## How to Obtain Your Verification of Non-Filing Letter from the IRS

If you are an independent student or the parent of a dependent student who did not file a tax return, then you are required to obtain a Verification of Non-Filing Letter from the IRS in order to complete your verification. You can obtain this letter through any of the below options.

1. Create an Online Account with the IRS to obtain your letter. (30-60 minutes)
  - Go to this link: <https://www.irs.gov/individuals/get-transcript>
  - Select “Get Transcript Online.”
  - You will need the following to use the online service:
    - your SSN, date of birth, filing status and mailing address from latest tax return,
    - access to your email account,
    - your personal account number from a credit card, mortgage, home equity loan, home equity line of credit or car loan, **AND** a mobile phone with your name on the account.
  - Once completed, you can download your verification of non-filing letter directly online.
2. Complete form 4506-T to receive your verification of non-filing (2-3 weeks)
  - Access the form here: <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>
  - All necessary boxes must be filled in completely or the IRS will reject your request
    - Be sure to check the following boxes:
      - Verification of Non-Filing
      - Form W-2, Form 1099 series, Form 1098 series, or Form 5498 series transcript
    - Enter the correct tax year (i.e. 12/31/20xx) and check that you have the authority to sign the form.
  - Physically sign the form. Fax it to the IRS at the appropriate number listed on the form.
3. Contact a local IRS office in your state, and schedule an appointment to get the letter. (Time Varies)
  - Go to this link: <https://www.irs.gov/help/contact-your-local-irs-office>
  - Call your IRS Office to Schedule the Appointment
  - Below are 3 IRS Offices within 25 miles from Gwynedd Mercy University.

Horsham Office  
200 Lakeside Drive  
Horsham, PA 19044  
215-887-6134

Philadelphia Office  
600 Arch Street  
Philadelphia, PA 19106  
267-941-6800

King of Prussia Office  
601 South Henderson Road  
King of Prussia, PA 19406  
610-992-5130