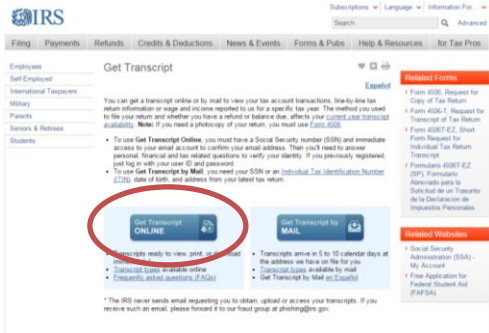


## Online Request for Verification of Non-Filing Letter

1. Go to [irs.gov/individuals/get-transcript](https://irs.gov/individuals/get-transcript)  
Click “**Get Transcript Online**”, read the message in the box and click OK to continue



2. Follow the instructions to create a login  
Once enrolled, enter the address exactly as it appears on your tax return.



### Create a Login

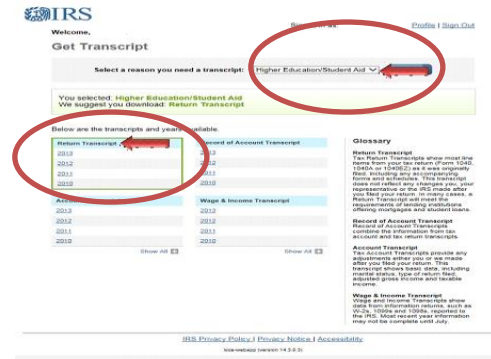
Create a Login to:

- Verify your identity for access to your personal tax information.
- Create a user ID and password to save time on future visits.
- Reactivate your user ID and password.

[Information you need to verify your identity](#)



3. If information matches, select the reason the transcript is needed (HigherEd/Student Aid), and the tax year with the star listed under “Return Transcript.”



4. If you are able to print the non-filing letter, submit to Student Financial Services with student name and Grizzly ID number.



If you are unable to access the document online you will have to request the non-filing letter by mail or by phone.

## Phone Request for Verification of Non-Filing Letter

To make a request by phone, contact the IRS to request a Letter of Non-Filing at 1-800-829-1040.

## Postal Mail Request for Verification of Non-Filing Letter

To make the request by mail, complete [Form 4506T](#). Mail or fax the form to the IRS.  
The non-filing letter will be mailed to you within 10 business days.