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.

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](https://www.irs.gov) Mail or fax the form to the IRS. The non-filing letter will be mailed to you within 10 business days.