

Three Options to Get an IRS Verification of Non-Filing Letter:

Online, Phone, or by Mail

Online Request for Verification of Non-Filing Letter

- **Step One:** Visit www.irs.gov.
- **Step Two:** Under tools, click “*Get a Transcript.*”
- **Step Three:** Proceed to “*Get transcript Online.*” Register to use the online service. You will need:
 1. Social Security Number (SSN), date of birth, filing status and mailing address,
 2. Email account information,
 3. Personal account number from a credit card, mortgage, home equity loan, home equity line of credit or car loan, and
 4. Mobile phone with your name on the account.
- **Step Four:** If your identity is successfully validated, click “*Continue.*” If you cannot validate your identity, use one of the alternative request methods (phone or mail) listed below.
- **Step Five:** Select “*Verification of Non-filing Letter*” and in the Tax Year, select appropriate year.
- **Step Six:** Print the letter and fax or mail it to the Financial Aid Office. The Verification of Non-filing letter contains your personal information. Do not save the letter unless you are on your personal computer. Do not email the letter to the Financial Aid Office.

Saint Joseph's College of Maine

Attn: Office of Financial Aid

278 Whites Bridge Road

Standish, ME 04084-5236

FAX: (207)-893-6699

Phone Request for Verification of Non-Filing Letter

- Contact the IRS to request a Letter of Non-Filing at 1-800-829-1040

Postal Mail Request for Verification of Non-Filing Letter

- Download and complete Form 4506-T. The form is available at www.irs.gov.
- Mail or fax the form to the IRS according to the instructions on the form. The non-filing letter will be mailed to you within 10 business days.