



## Minot State University

### How to Request IRS Verification of Non-filing Letter, 2024-2025

#### What is an IRS Verification of Non-filing Letter?

An IRS Verification of Non-filing Letter provides proof that the IRS has no record of a filed Tax Form 1040 or 1040EZ for the year you requested.

Non-Tax filers can request an IRS Verification of Non-filing of their 2022 tax return status, free of charge, from the IRS in one of two ways:

- Online
- By Paper

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

#### Online Request

Available at <https://www.irs.gov/>

**Note:** This is typically not available if you have never filed taxes before in prior years. If this is the case, please use the paper request process detailed below.

- Click on "**Get Your Tax Record**"
- Click "**Get Transcript Online**" (If at any point, you cannot validate your identity – for example, you cannot provide financial account numbers, such as a credit card number or an account number for a home mortgage or auto loan, or you lack access to a mobile phone – you may use Get Transcript by Mail, see below)
- Follow instructions for creating an account or log in.
- Select "**Verification of Non-filing Letter**" and in the Tax Year field, select "**2022**".
- Submit the IRS Verification of Non-filing Letter, if requested, to Minot State; make sure to include the student's name and Minot State ID number on the letter.

#### 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 4506-T.
- Line 3: enter the non-filer's street address and zip or postal code. Use the address currently on file with the IRS. (Problems entering your street address? See below.)
- Line 5: Customer file number – enter the student's (seven-digit) Minot State Student ID #
- Line 6: Enter tax form number **1040**.
- Line 7: Select the checkbox on the right-hand side for Verification of Non-filing.
- Line 9: Year or period requested field, enter "12/31/2022".
- Mark the box "Signatory attests..."
- 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 the completed IRS Form 4506-T to the address 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 10 business days.
- Submit the IRS Verification of Non-filing Letter to Minot State; make sure to include the student's name and Minot State ID number on the letter.

### **How to submit your IRS Verification of Non-Filing Letter to Minot State:**

- **SUBMIT ONLINE** using our SECURE FILEDROP by visiting:  
<https://www.MinotStateU.edu/finaid/verification.shtml>
- **SECURE FAX** (701) 858-4310
- **IN PERSON** - Minot State University, Administration Building, 2<sup>nd</sup> Floor, Minot State Financial Aid Office
- **MAIL**  
Minot State University  
Attn: Financial Aid Office  
500 University W  
Minot, ND 58707

### **How to Fix Address Matching Problems When Ordering Online**

When entering the information into the IRS address matching system note the following:

- The address entered must match the address already on file with the IRS exactly.
- The address on file is typically the address on your most recent tax return.
- Spelling out the word “street” rather than using the abbreviation “ST.” can be enough to cause an error.
- Addresses on the IRS system are auto-corrected through a post office program and may not match what you put on your tax return.

We suggest the following if you run into problems:

- If you entered your address and it does not work, try using the standardized version of your address.  
-To get a **standardized version of your address**: 1) go to [www.usps.com](http://www.usps.com) 2) Click Look Up a Zip Code 3) Enter Street Address, City, State 4) Click Find
- If you still have problems, the IRS.gov Website Help Desk can be reached toll-free at 800-275-8777, Monday - Friday 8:00 a.m. - 8:00 p.m. (Eastern Time).