



Return to: Financial Aid Office, Richmond Community College
Phone 910.410.1726 Email: financialaid@richmondcc.edu

2025-2026 IRS Verification of Non-Filing Letter 2023

Serving Richmond and Scotland Counties

Student Name: _____ Student ID: _____
Last First MI

Telephone: _____ Email: _____

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 form 1040 for the year requested. Non-tax filers can request an IRS Verification of Non-Filing Letter of their 2023 tax return status free of charge from the IRS online or by completing a paper request.

Online Request – Available at www.irs.gov

- Under Tools, click “Get a tax transcript”.
- Click “Get Transcript ONLINE” (If at any point you cannot validate your identity – for example, you cannot provide financial verification information or you lack access to a mobile phone – you may use Get Transcript by MAIL, (see below).
- Enter the non-filer’s Social Security Number, email address, filing status, account numbers for loan or credit card associated with their name, and mobile phone number associated with their name.
- Click “Continue”.
- Select “Verification of Non-Filing Letter” and in the Tax Year field select “2023”.
- If successfully validated, you will be able to view and print your IRS Verification of Non-Filing Letter.
- Submit the IRS Verification of Non-Filing Letter to the Financial Aid Office.

Paper Request – IRS Form 4506-T can be downloaded at <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>

- Complete lines 1-4 following the instructions on page 2 of the form.
- On line 7, select the check box on the right-hand side for Verification of Non-Filing.
- On line 9, enter “12/31/2023” in the year or period requested.
- The non-filer must select the checkbox before the signature and date line of the form and enter the telephone number. Only one signature is required when requesting a joint IRS Verification of Non-Filing Letter.
- If the 4506-T information is successfully validated, non-tax filers can expect a paper IRS Verification of Non-Filing Letter at the address provide on their request within 5-10 business days.
- Submit the IRS Verification of Non-Filing Letter to the Financial Aid Office.

_____ Check here to agree to the statement: _____ (printed name) certify that I attempted to obtain confirmation of non-filing from the IRS or other relevant tax authority and was unable to obtain the required documentation.

Student’s Signature: _____ Date: _____

(If you are a Dependent Student, please have parent sign and date form)

Parent’s Signature: _____ Date: _____