

Instructions for ordering IRS documents

Most students and parents will automatically import their Federal Tax information using the Direct Data Exchange (FA-DDX). To learn more about the FA-DDX visit <https://studentaid.gov/apply-for-aid/fafsa/filling-out>.

2023 Verification of Non-Filing Letter Request Instructions

Download the 4506-T form at <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>

Complete items 1a - 4

Check line 7 (Verification of Non-Filing)

Input "12/31/2023" into line 9

Sign and date the form

Mail the completed form to

Receive letter in 5-10 calendar days

Mailing Address for Michigan residents only

IRS RAIVS Team

P.O.Box 9941

Mail Stop 6734

Ogden, UT 84409

**Other states please refer to the instruction sheet on the 4506-T form.*

Special Note: If you attempted and have been unable to get a Verification of Non-Filing from the IRS, please contact our office for further instructions.

Get Transcript by MAIL (5-10 calendar days) <u>preferred method</u>	Get Transcript by Phone (5-10 business days)	Get Transcript Online (Immediate access, but can be challenging)
<p>Request Online: https://www.irs.gov/individuals/get-transcript</p> <p>– SSN or ITIN Birthdate Mailing Address from your last tax return Request Return Transcript</p> <p>or</p> <p>Paper Request Form 4506-T Download the form at https://www.irs.gov/pub/irs-pdf/f4506t.pdf Complete items 1a - 4 Check Line 6(a) Return Transcript Sign and date the form</p>	<p>Dial: 1-800-908-9946</p> <p>SSN Street Address (number only) Select "Option 2" to request an IRS Tax Return Transcript for 2023.</p> <p>The tax transcript will be mailed to the address reported on the tax return.</p>	<p>Visit: https://www.irs.gov/individuals/get-transcript</p> <p>First time users will need to register and provide the following</p> <p><i>Required information:</i> Full Name Email Birthdate SSN or ITIN Tax Filing Status Current Address Mobile Account/Phone</p> <p>and one of the following</p> <p>Credit Card, or Mortgage or Home Equity Line of Credit, or Home Equity Line of Credit, or Auto Loan</p>
<p><i>Mailing address for Michigan residents only</i></p> <p>IRS RAIVS Team P.O.Box 9941 Mail Stop 6734 Ogden, UT 84409</p> <p><i>*Other states please refer to the instruction sheet on the 4506-T form.</i></p>		