

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>.

2022 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 "12/31/2022" 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)
Request Online: https://www.irs.gov/individuals/get-transcript – SSN or ITIN Birthdate Mailing Address from your last tax return Request Return Transcript <i>or</i> 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	Dial: 1-800-908-9946 SSN Street Address (number only) Select "Option 2" to request an IRS Tax Return Transcript for 2021. The tax transcript will be mailed to the address reported on the tax return.	Visit: https://www.irs.gov/individuals/get-transcript First time users will need to register and provide the following <i>Required information:</i> Full Name Email Birthdate SSN or ITIN Tax Filing Status Current Address Mobile Account/Phone and one of the following Credit Card, or Mortgage or Home Equity Line of Credit, or Home Equity Line of Credit, or Auto Loan
<i>Mailing address for Michigan residents only</i> IRS RAIVS Team P.O.Box 9941 Mail Stop 6734 Ogden, UT 84409 <i>*Other states please refer to the instruction sheet on the 4506-T form.</i>		