

Online Request for IRS Non-Filing Letter

1. Go to <https://www.irs.gov/individuals/get-transcript>. Click “Get Transcript Online”, read the message in the box and click “OK” to continue.

The screenshot shows the IRS website's 'Get Transcript' page. At the top, there is the IRS logo and a navigation menu with categories like Filing, Payments, Refunds, Credits & Deductions, News & Events, Forms & Pubs, Help & Resources, and for Tax Pros. A search bar is also present. The main heading is 'Welcome to Get Transcript'. Below this, there are two main options: 'Get Transcript ONLINE' (highlighted with a red circle) and 'Get Transcript by MAIL'. Each option has a 'What You Need' section listing requirements and a 'What You Get' section listing benefits. On the right side, there are sections for 'Related Forms' and 'Related Websites'.

Get Transcript ONLINE

What You Need
To register and use this service, you need:

- your [SSN](#), date of birth, filing status and mailing address from latest tax return,
- access to your email account,
- your personal account number from a credit card, mortgage, home equity loan, home equity line of credit or car loan, and
- a mobile phone with your name on the account.

What You Get

- View, print or download your transcript
- [Transcript types](#) available online
- Username and password to return later

Get Transcript by MAIL

What You Need
To use this service, you need your:

- [SSN](#) or [Individual Tax Identification Number \(ITIN\)](#),
- date of birth, and
- mailing address from your latest tax return

What You Get

- Transcripts arrive in **5 to 10 calendar days** at the address we have on file for you
- [Transcript types](#) available by mail

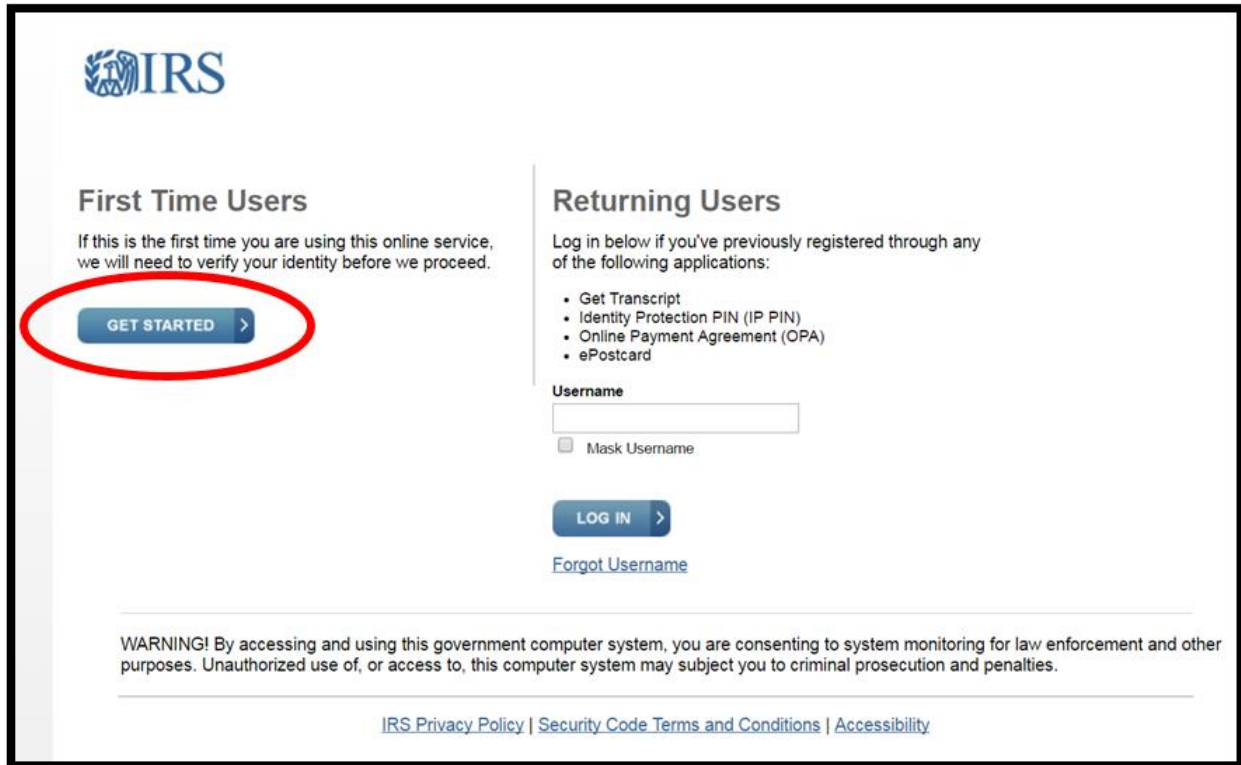
Related Forms

- › Form 4506, Request for Copy of Tax Return
- › Form 4506-T, Request for Transcript of Tax Return
- › Form 4506T-EZ, Short Form Request for Individual Tax Return Transcript
- › Formulario 4506T-EZ (SP), Formulario Abreviado para la Solicitud de un Traslado de la Declaración de Impuestos Personales

Related Websites

- › Social Security Administration (SSA) - My Account
- › Free Application for Federal Student Aid (FAFSA)

2. Under the First Time Users section, click **“Get Started”** and follow the instructions to create a login. Once enrolled, enter the address exactly as it appears on your tax return



The screenshot shows the IRS login page. At the top left is the IRS logo. The page is divided into two main sections: 'First Time Users' and 'Returning Users'. In the 'First Time Users' section, there is a blue button labeled 'GET STARTED' with a right-pointing arrow, which is circled in red. Below this button is a warning message: 'WARNING! By accessing and using this government computer system, you are consenting to system monitoring for law enforcement and other purposes. Unauthorized use of, or access to, this computer system may subject you to criminal prosecution and penalties.' At the bottom of the page, there are links for 'IRS Privacy Policy', 'Security Code Terms and Conditions', and 'Accessibility'.

IRS

First Time Users

If this is the first time you are using this online service, we will need to verify your identity before we proceed.

[GET STARTED >](#)

Returning Users

Log in below if you've previously registered through any of the following applications:

- Get Transcript
- Identity Protection PIN (IP PIN)
- Online Payment Agreement (OPA)
- ePostcard

Username

Mask Username

[LOG IN >](#)

[Forgot Username](#)

WARNING! By accessing and using this government computer system, you are consenting to system monitoring for law enforcement and other purposes. Unauthorized use of, or access to, this computer system may subject you to criminal prosecution and penalties.

[IRS Privacy Policy](#) | [Security Code Terms and Conditions](#) | [Accessibility](#)

- Once your information matches, select **“HigherEd/Student Aid”** as the reason why the transcript is needed and click **“GO”**.
- Under the **Return Transcript** section, select 2015 and print the non-filing letter.

IRS

Welcome, [redacted] Signed in as: [redacted] | [Profile](#) | [Sign Out](#)

Get Transcript

Select a reason you need a transcript: **Higher Education/Student Aid** [GO](#)

You selected: **Higher Education/Student Aid**
We suggest you download: **Return Transcript**

i Can't view your transcript? Please disable your browser's pop-up blocker and try again.

Below are the transcripts and years available.

Return Transcript	Record of Account Transcript
2015	2015
2014 ⓘ	N/A
2013 ⓘ	N/A
2012 ⓘ	N/A

Account Transcript	Wage & Income Transcript
2015	2015
N/A	2014
N/A	2013
N/A	2012

[Show All](#) ⓘ [Show All](#) ⓘ

ⓘ Indicates the availability of a Verification of Non-Filing letter for the year.

Glossary

Return Transcript
Tax Return Transcripts show most line items from your tax return (Form 1040, 1040A or 1040EZ) as it was originally filed, including any accompanying forms and schedules. This transcript does not reflect any changes you, your representative or the IRS made after you filed your return. In many cases, a Return Transcript will meet the requirements of lending institutions offering mortgages and student loans.

Record of Account Transcript
Record of Account Transcripts combine the information from tax account and tax return transcripts.

Account Transcript
Tax Account Transcripts provide any adjustments either you or we made after you filed your return. This transcript shows basic data, including marital status, type of return filed, adjusted gross income and taxable income.

Wage & Income Transcript
Wage and Income Transcripts show data from information returns, such as 1099s, 1042s and 1098s, associated to

