Internal Revenue Service (IRS)
Letter of Non-Filing (2020 Tax Year)

Online Request (sent to your address by mail)

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

Available on the IRS Web site at http://www.irs.gov.

> Under the **File** section of the homepage, click "Get Your Tax Record".
> Click "Get Transcript by Mail".
> Enter the tax filer's Social Security Number, date of birth, street address, and zip or postal code. Use the address currently on file with the IRS. Generally, this will be the address that was listed on the latest tax return filed. However, if an address change has been completed through the US Postal Service, the IRS may have the updated address on file.
> Click "Continue".
> In the **Type of Transcript** field, select "Verification of Non-filing Letter" and in the **Tax Year** field, select 2020**.**

If successfully validated, non-tax filers can expect to receive a paper IRS Tax Return Transcript at the address included in their online request within 5 to 10 days from the time the on-line request was successfully transmitted to the IRS.

Requests **cannot** be sent directly to a third party by the IRS.

Telephone Request

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

Available from the IRS by calling 1-800-908-9946.

If successfully validated, non-tax filers can expect to receive a letter of non-filing at the address that was used in their telephone request within 5 to 10 days from the time the IRS receives the request.

Requests **cannot** be sent directly to a third party by the IRS.

Paper Request Form – IRS Form 4506-T

Form is available here https://www.irs.gov/pub/irs-pdf/f4506t.pdf

Note: Be sure to check mark box "7" on the form to request the Verification of Non-filing.

> **Also for the Year or period requested you will write 12/31/2020.**