



JOHN A. LOGAN COLLEGE  
Financial Aid Office  
700 Logan College Drive  
Carterville, IL 62918

## 2022-2023 INSTRUCTIONS FOR NON-TAX FILING LETTER

### IRS VERIFICATION of NON-TAX FILING STATUS – 2020

Please provide an IRS Verification of Non-filing letter from the IRS which documents you have not filed a federal tax return filed for 2020.

How to obtain Non-Tax Filing Letter:

1. Go to [www.IRS.gov](http://www.IRS.gov)
2. Click *Get Your Tax Record*
3. To order your **Non-Tax Filing Letter by mail**, you need your mailing address from the return/Non-Tax filing year you are requesting. You will choose *Get Transcript by Mail*. Then click OK. Fill in the required information (SSN, Date of Birth, Street address and ZIP Code). Transcripts (or Non-Tax Filing Letters) will arrive in 5 to 10 calendar days at the address the IRS has on file.
4. To **access tax records online**, you will need to have an account. If you don't have an existing IRS username or ID.me account, have your photo ID ready. Click *Get Transcript Online*. You will be able to view, print or download your transcript or Non-Tax filing letter.
5. You may also request a Non-Tax Filing Letter by faxing/mailling Form 4506-T, <https://www.irs.gov/pub/irs-pdf/f4506t.pdf> Request for Copy of Transcript of Tax Return, checking box #7, **Verification of Nonfiling**. Be sure to complete item #9 with the year required. This option may take several weeks for you to receive the letter.

You can receive assistance by calling 1-800-908-9946.