



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

2023-2024 INSTRUCTIONS FOR NON-TAX FILING LETTER

IRS VERIFICATION of NON-TAX FILING STATUS – 2021

You will need to provide documentation that the IRS has no record of a federal tax return for 2021. An IRS Verification of Non-Tax Filing Letter provides proof that the IRS has no record of a filed Form 1040 for the year you requested.

How to obtain the Non-Tax Filing Letter:

1. Go to www.irs.gov , Click *Get Your Tax Record*, 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.
2. You may also request a Non-Tax Filing Letter by faxing/ mailing Form 4506-T, Request for Transcript of Tax Return, <https://www.irs.gov/pub/irs-pdf/f4506t.pdf> . This option will take 10 business to receive your Non-Tax Filing Letter. To request a copy of the Non-Tax Filing Letter, check box #7, **Verification of Non-filing**. Be sure to complete item #9 with the year required. (If requesting for the 2021 tax year, write in 12/31/2021). Stop by the financial aid office if you would like for us to fax this for you.

If you need assistance with obtaining your non-tax filing letter, please call the Financial Aid Office at 618-985-2828, ext. 8308 or stop by the Financial Aid Office located at C210. The Financial Aid Office can help you complete any forms or fax the 4506-T form.

You can also receive assistance from the IRS by calling 1-800-908-9946.