

## Information about the IRS Verification of Non-Filing Letter

Federal Regulations require some parents and students to submit proof that they did not file an IRS Tax Return in 2020. This documentation is required if all the following statements are true:

Parents of Dependent Students	Independent Students or their Spouses
<ul style="list-style-type: none"> <li>• The student has been selected for verification</li> <li>• Parent did not file a tax return in 2020</li> <li>• Parent was not required to file a tax return in 2020</li> </ul>	<ul style="list-style-type: none"> <li>• The student has been selected for verification</li> <li>• Independent Student/Spouse did not file a tax return in 2020</li> <li>• Independent Student/Spouse was not required to file a tax return in 2020</li> </ul>

**Dependent students do not need to complete this requirement.**

Those that meet these criteria are required to submit a Verification of Non-filing from the IRS dated on or after **October 1, 2021**.

### How to Obtain IRS Verification of Non-Filing Letter

#### Option 1) Get Transcript Online

If the non-filer has their own verifiable credit history (credit card account, auto loan, mortgage, home equity loan/line of credit), they can use the [“Get Transcript Online”](#) tool at [irs.gov](https://irs.gov).

#### Option 2) Get Transcript By Mail

Use the [“Get Transcript by Mail”](#) tool at [irs.gov](https://irs.gov) to receive a paper copy of your transcript in 5-10 business days.

#### Option 2) Get Transcript by Phone

The non-filer can call the IRS phone transcript service at (800) 908-9946. This service requires the non-filer’s Social Security Number and street address. When you reach the transcript request menu, press 2 “receive a transcript of your tax return”.

#### Option 3) Submit Form 4506-T

Non-filers who do not have their own verifiable credit history can complete [Form 4506-T](#) and mail it to the address below if they are a California resident or business owner:

Internal Revenue Service  
RAIVS Team  
P.O. Box 9941  
Mail Stop 6734  
Ogden, UT 84409

You can also fax this form to the IRS at (855) 298-1145

**People that do not have an SSN/ITIN or are having issues obtaining a Verification of Non-filing Letter should complete the Non-Tax Filer Income Information Form. Click the links below for the appropriate forms.**

- [Parent Non-Tax Filer Income Information](#)
- [Student Non-Tax Filer Income Information](#)
- [Student Spouse Non-Tax Filer Income Information](#)

*Continue to the next page for more instructions and submission tips.*

**After you receive your Verification of Non-Filing letter from the IRS:**

- Write the student's name and UCM ID # on every page of letter
- Keep a copy of the letter for your records
- Submit the Non-Filing letter to the UC Merced Financial Aid Office

Fax: 209-228-7861

Address: UC Merced Financial Aid

5200 North Lake Rd.

Merced, CA 95343

**Submission Tips**

- Be sure that the Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN) of the requesting person is included on the Verification of Non-Filing Letter.
- Request these documents sooner rather than later, as IRS turnaround time can take weeks.
- If you submit IRS form 4506-T to the IRS, and they send you an IRS 13873 document, we should be able to accept that document as long it includes the correct non-filer status statements.

**Contact Us**

- Visit our website: [financialaid.ucmerced.edu](http://financialaid.ucmerced.edu)
- Email us: [financialaid.ucmerced.edu/contact\\_us](mailto:financialaid.ucmerced.edu/contact_us)
- Call the [Students First Center](#) at: (209) 228-7178