



Danville Community College

## Requesting a NONFILING VERIFICATION letter from the IRS

Non-tax filers can request this document free of charge from the IRS by completing a 4506-T.

### Accessing the 4506-T to request the Non-filing Verification letter:

- Go to [www.IRS.gov](http://www.IRS.gov)
- Click “Forms &Pubs”
- Scroll down the page and select the Form 4506-T
- Complete the following items:
  - Line items 1 through 4
  - *DO NOT COMPLETE Line 5 – this form should not be sent directly to the college.*
  - Line 7: Check the box for this item
  - Line 9: Enter the year you are requesting:
    - For the 2022-2023 school year, request 2020 taxes – **12/31/2020**
    - For the 2023-2024 school year, request 2021 taxes – **12/31/2021**
  - Check the Signatory attestation statement
  - Enter a phone number
  - Required Signatures and dates
- Mail the form to the IRS office – see the information on Page 2
- You should receive the Non-filing Verification letter within 10 business days
  - You must submit to the financial aid office once you receive the letter