



Danville Community College

Requesting a NONFILING VERIFICATION letter from the IRS

You can use the Online Portal:

- Create an Account:
 - Sign it to your account. If you don't have one you can create one.
- Verify Identity:
 - Personal information will need to be provided (Social Security Number or Taxpayer Identification Number and date of birth and current address).
- Select the Request:
 - Select "Verification of Non-filing Letter"
 - Once your Identity is verified you can view and print your letter.

You can make a request by Phone:

- Call the automated phone service at 800-908-9946
- Your letter will arrive by mail in 5-10 business days

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

- Go to www.IRS.gov
- Click "Forms"
- Scroll down the page and select the Form 4506-T
- Complete the following items:
 - Line items 1 through 5
 - Line 7: Check the box for this item
 - Line 9: Enter the year you are requesting:
 - For the 2025-2026 school year, request 2023 taxes – **12/31/2023**
 - For the 2026-2027 school year, request 2024 taxes – **12/31/2024**
 - 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