

INSTRUCTIONS TO OBTAIN TAX TRANSCRIPTS

CDCLI requires complete tax returns for all members of the household. In the event someone in your household has not filed tax returns with the IRS, you can obtain a **Verification of Non-filing Letter** from the IRS. This provides proof that the IRS has no record of a filed Form 1040, 1040A or 1040EZ for the year you requested.

This letter is available after June 15 for the current tax year or anytime for the prior three tax years. It can be requested online or by mail. To request the letter online, click on “Get Transcript Online” or “Get Transcript by Mail” at www.irs.gov/individuals/get-transcript.

Should you choose to request them by mail, it will take **5 to 10 calendar days** for the IRS to send them to the address they have on file for you. Once received, please submit them to CDCLI that way we can complete and process your file as quickly as possible.

If you do not have access to a computer, you will need to complete IRS Form 4506-T, mail it to the IRS, and once you receive the verification of non-filing letter, send back to CDCLI.

Should you require any assistance, please contact our office at 631-471-1215 x102 or by email at dflorival@cdcli.org.