

Economic Impact Payments

How to Help Tax Non-Filers

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WHO SHOULD SUBMIT THE NON-FILER FORM

This guide can be used by someone submitting the form for themselves, or by someone helping another person fill out the form. Pages 5-18 include detailed screenshots that make it possible to help someone remotely by telephone or videoconference.

This form does not directly allow for a preparer to submit the form on behalf of another person. **However, if your organization is interested in submitting the form on behalf of clients, we recommend establishing protocols including:**

- Recording all of the information necessary to complete the non-filer form in a document
- Having the client review this document and sign a consent form attesting:
 - The information was provided for the purpose of filling out and submitting the non-filer form
 - The information is accurate and complete to the best of their knowledge
 - They understand that your organization is going to use the information to submit the non-filer form on their behalf
- Filing the form and communicating any issues with the client

Eligibility

Individuals should submit this form if they:

- have annual income under \$12,200,
- cannot be claimed as a dependent of another taxpayer, **and**
- have a social security number.

If someone has dependents to claim, the dependents must also have social security numbers. If someone plans to file with a spouse, the spouse must have a social security number.

Referrals

People with earned income who may need to file taxes instead of the non-filer form can seek help from the Campaign for Working Families at <https://cwfp Philly.org>.

People who are unsure whether they can be claimed as a dependent by someone else can seek advice from Philadelphia Legal Assistance's Low-Income Tax Clinic.

GETTING STARTED

Computer Access

- The nonfiler form does not work well on mobile phones. The form is meant to be filled out on a computer.
- The form is hosted on the FreeFileFillableForms.com, which is a trusted website used by the IRS. This website will send the filer an email after the form is submitted.

Email Setup

- An email address is necessary to file this form. Before starting the form, ensure that the filer can log in to their email account. This may require resetting a password or setting up a new account.
- A tutorial with screenshots is included below to help somebody set up a gmail account. **Remind people to write down their login information.**
- Email is required because each person who submits the form will receive an email either confirming successful submission or identifying problems with the submission. If there were problems with the submission, the email should include instructions to fix the problem.

WHAT IS ON THE FORM

Currently the non-filer form is available in English and Spanish. Some users of the Spanish-language form have reported issues with the form switching to English during the process of filling it out.

Everybody needs to provide

- Full name
- Current mailing address
- Email address

Only needed when applicable

- Driver's license or state-issued ID
- Name and social security number or adoption taxpayer identification number for all dependent children
- Identity Protection Personal Identification Number (IP PIN) if the IRS mailed one to you

If someone has been issued an IP PIN, they must provide it in order to successfully file this form. Some people may be able to get a new IP PIN [here](#). Otherwise, it may not be possible to file the form without the current IP PIN until the IRS phone lines are staffed again.

Optional information

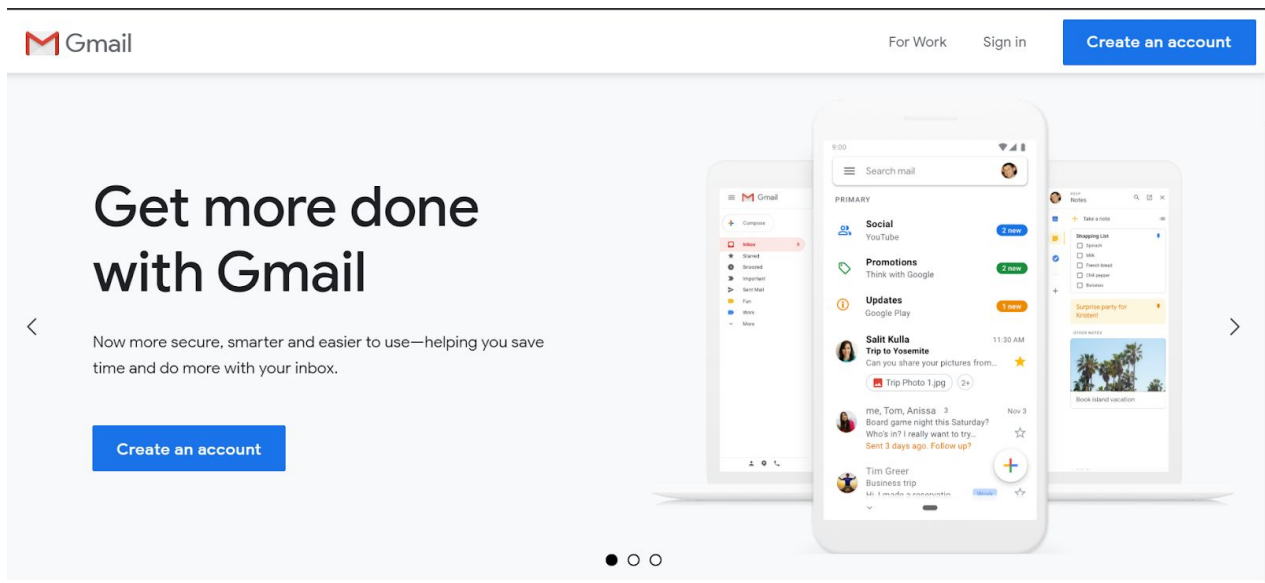
- Bank account number, bank account type, and routing number

People who do not provide banking information will be mailed a check.

CREATING AN EMAIL ADDRESS

Gmail.com Landing Page

When you type Gmail.com into a web browser, the screen might not always look the same. **Look at the bottom left for “Create account,” there will either be a blue button or a blue link.**



Google

Sign in
to continue to Gmail

[Forgot email?](#)

Not your computer? Use Guest mode to sign in privately.
[Learn more](#)

[Create account](#)

Next

English (United States) ▾

HelpPrivacyTerms

Create Account

The “Create Account” link or “Create an Account” button will lead to the screen below, which asks for:

- First Name
- Last Name
- Username (which is the part of the email address before “@gmail.com”)

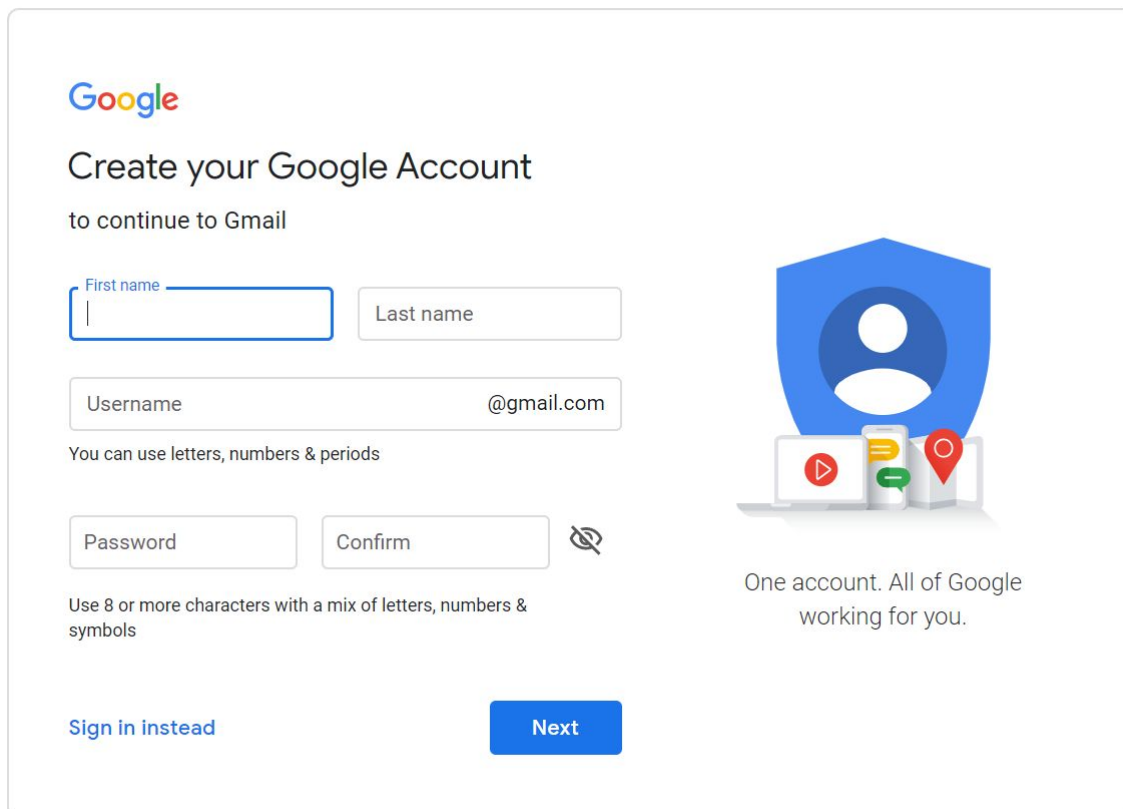
Username can include letters, numbers, and periods. You may need to try a few different options to find a username that is unique and not already taken by someone else.

- Password

Passwords must be at least 8 characters long and can include letters, numbers, and symbols.

- Confirm Password

Once these 5 boxes are filled in, click the blue ‘next’ button.



The screenshot shows the Google Account creation interface. At the top is the Google logo, followed by the heading "Create your Google Account" and the subtext "to continue to Gmail". The form consists of several input fields: "First name" and "Last name" (two separate boxes), "Username" and "@gmail.com" (two separate boxes), "Password" and "Confirm" (two separate boxes), and a "Sign in instead" link. A "Next" button is located at the bottom right. To the right of the form is a graphic of a blue shield with a white person icon, and below it, a laptop, a smartphone, and a location pin icon. Text below the graphic reads "One account. All of Google working for you."

Google

Create your Google Account

to continue to Gmail

First name

Last name

Username @gmail.com

You can use letters, numbers & periods

Password Confirm

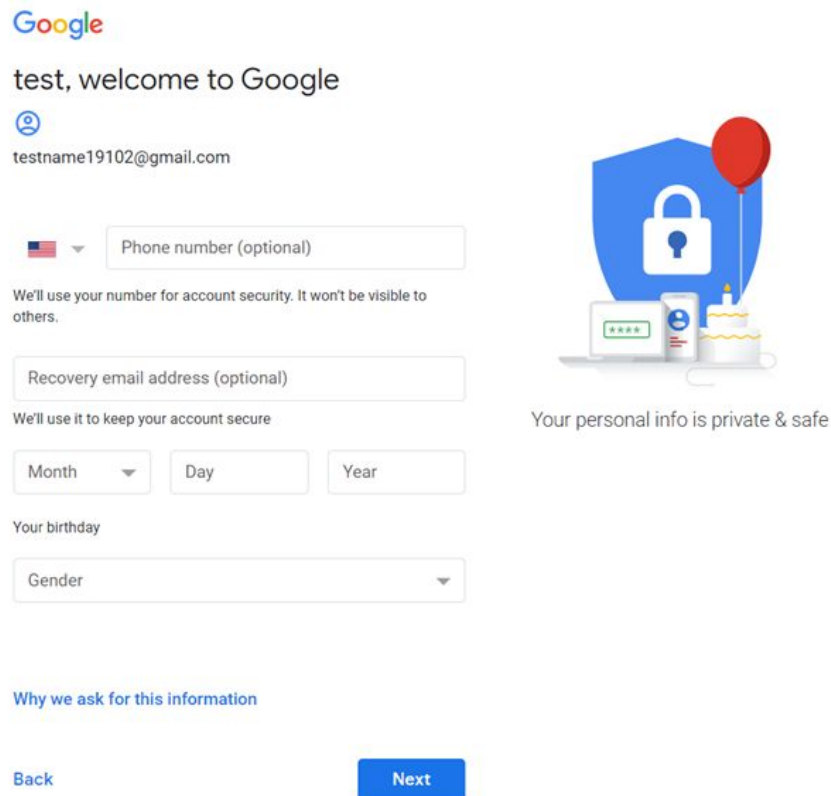
Use 8 or more characters with a mix of letters, numbers & symbols

[Sign in instead](#) [Next](#)

One account. All of Google working for you.

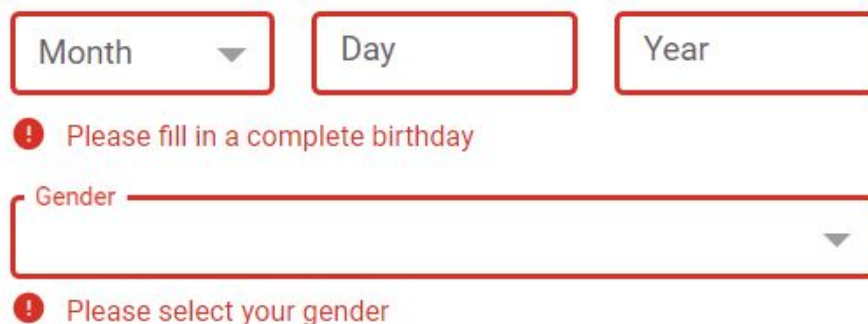
Personal Information

After creating an account, you will be prompted to enter some personal information, including phone number, a back-up email address, birthday, and gender.



The screenshot shows the Google account creation interface. At the top, the Google logo is followed by the text 'test, welcome to Google' and a profile icon placeholder. Below this is the email address 'testname19102@gmail.com'. The form includes a country selector (USA) and a 'Phone number (optional)' field. A note states: 'We'll use your number for account security. It won't be visible to others.' Below this is a 'Recovery email address (optional)' field with a note: 'We'll use it to keep your account secure'. The birthday section has three input fields for 'Month', 'Day', and 'Year'. Below these is a 'Your birthday' label and a 'Gender' dropdown menu. To the right of the form is an illustration of a shield with a lock, a laptop, a smartphone, and a birthday cake, with the text 'Your personal info is private & safe'. At the bottom, there is a link 'Why we ask for this information', a 'Back' link, and a blue 'Next' button.

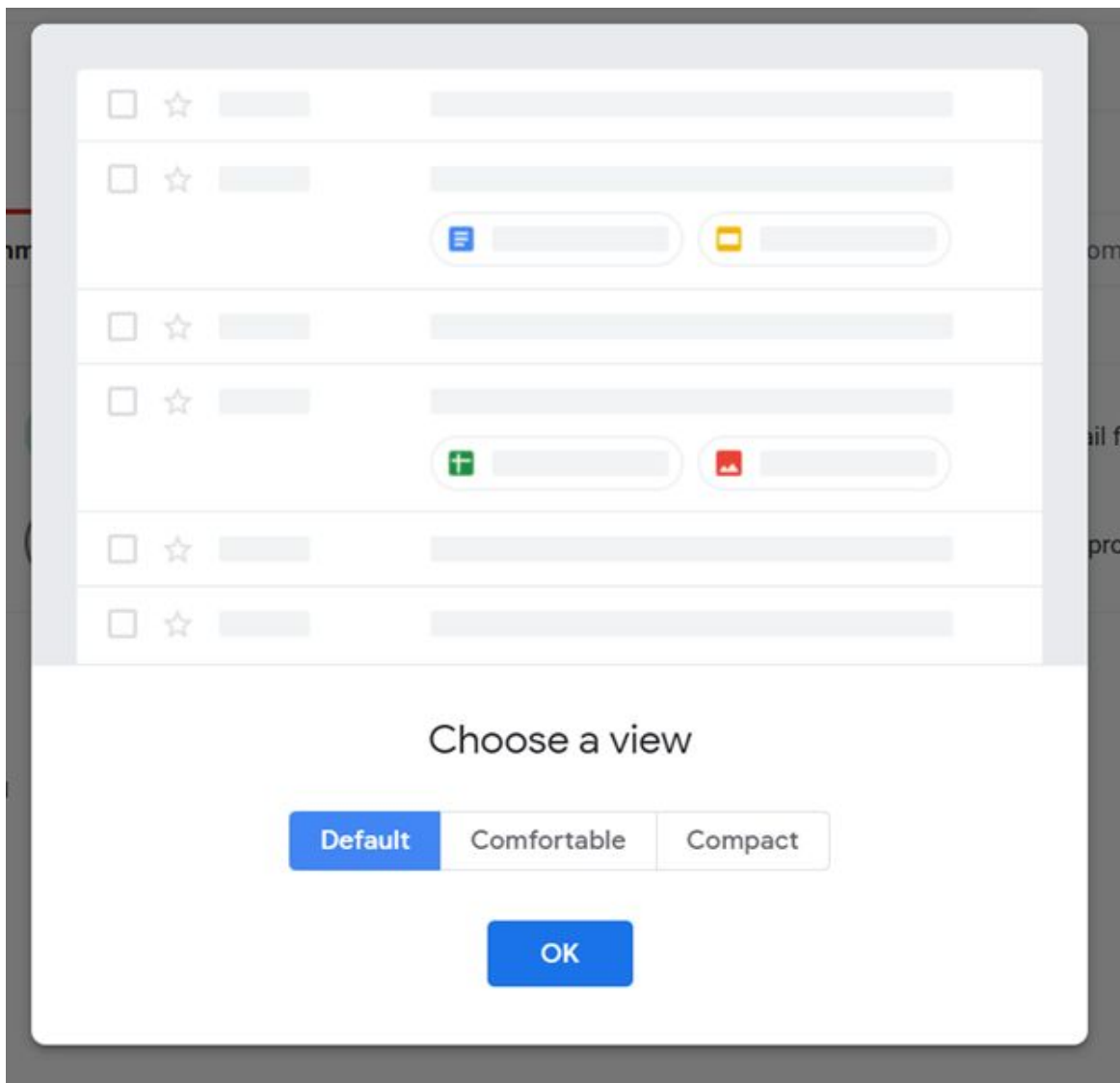
Only birthday and gender are required to complete the account. The gender box is a drop-down menu, and one of the options will be something like 'rather not say' for those who do not wish to share gender information.



This close-up shows the birthday and gender fields. The birthday section consists of three input fields: 'Month' (a dropdown menu), 'Day', and 'Year'. Below these fields is a red error message: 'Please fill in a complete birthday'. The gender section features a 'Gender' label followed by a dropdown menu. Below the dropdown is another red error message: 'Please select your gender'.

Final Step

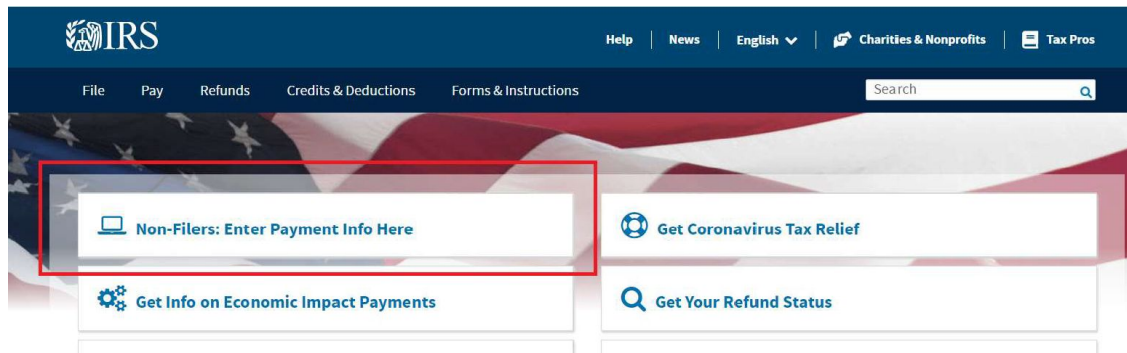
The email account is now active, but there may be a pop-up screen asking you to 'Choose a view'. Clicking the blue 'OK' button on the bottom should take you to your new email inbox. **Leave this page open while you start the non-filer form, because you will need to return to this page to confirm your email address before you can file.** We also recommend writing down your password, even if you think it is easy to remember!



NON-FILER FORM TUTORIAL

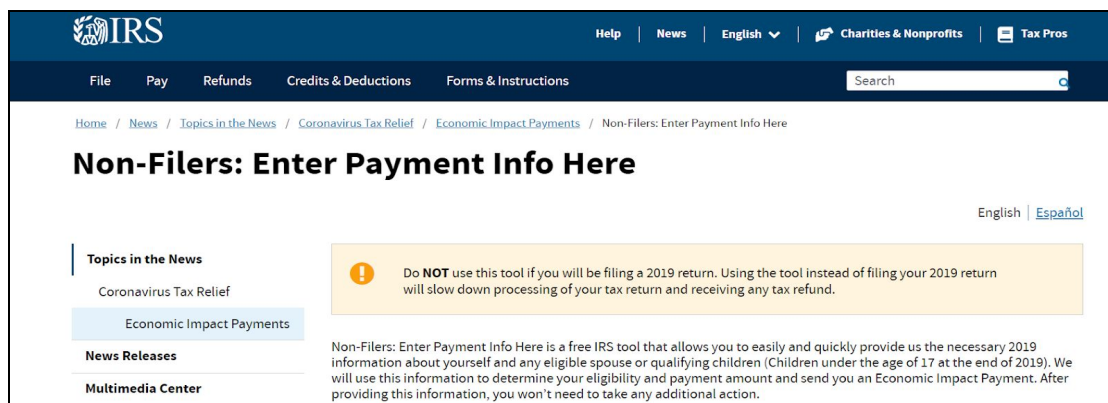
Accessing the Form at IRS.gov

The easiest starting point is [IRS.gov](https://www.irs.gov). Clicking the button “Non-Filers: Enter Payment Info Here” at the top left links to another page of the IRS website, which has some information about the Economic Impact Payments.



On this second page, there is a button that says “Enter Your Information” which takes you to FreeFileFillableForms.com.

Top of page:



Scroll down until you see the “Enter Your Information” button:

We’ve provided English and Spanish options for you to enter your information. Clicking either button below will take you from the IRS site to one of our Free File Alliance partners. The sites are safe and secure.

Enter your information

Ingresa su información


FreeFileFillableForms.com

You should see a webpage similar to the picture below.

FreeFileFillableForms.com is a trusted website used by the IRS. Click the blue “Get Started” button to begin the process. **This is a good time to get a pen and paper or to have a computer document open and ready to record information you will need to remember later.**

Non-Filers: Enter Payment Info

Resources
[FAQs](#)
[Return to IRS](#)


IT'S FAST. IT'S SAFE. IT'S FREE.
This is a Free File Fillable Forms product.

If you don't usually file a tax return, submit your information here to get the Economic Impact Payment

If you receive veterans disability compensation, a pension, or survivor benefits from the Department of Veterans Affairs, or your income level does not require you to file a tax return, then you need to submit information to the IRS to receive an Economic Impact Payment.

Complete this free online form so that the IRS can identify you and your dependents, and receive valid direct deposit and address information about you. This information allows the IRS to calculate your eligibility and send you the Economic Impact Payment.

Do NOT continue here if:

- You receive Social Security retirement, disability (SSDI), survivor benefits, Supplemental Security Income (SSI) or Veterans Affairs benefits. The IRS will automatically send you an Economic Impact Payment.
- You have already filed a 2019 federal income tax return.
- Your 2019 gross income exceeded \$12,200 (\$24,400 for a married couple) or other reasons require you to file a 2019 federal tax return.
- You were married at the end of 2019 and are not submitting information here with your spouse.
- You were not a U.S. citizen, permanent resident or qualifying resident alien in 2019.

Get Started

Account Creation

Create an account by providing your email address and coming up with a user ID and password. Proving a phone number is optional. The password needs to have a capital letter, a number, and a symbol. **Make sure to write down your username and password, because you will need to use your password again on the next screen.** You may also want to use your password again in the future to make changes to your account or check the status of your payment.

Create an Account

Create a new account to file a minimal return for the Economic Impact Payment.

This service is delivered by Intuit. For details on how we process your personal information, see the [Privacy Statement](#).

Email address

Confirm email

User ID

Phone (recommended)

Standard call, messaging or data rates may apply.

Password

Confirm password

☐ Remember me


 **Create Account**

Or Continue Filing

Sign In


[I forgot my user ID or password](#)

After you provide the required information, you can click “Create Account.” Type your password in again on this screen, and then hit the “Continue” button, which will take you to the actual non-filer form.

 **Account Creation Confirmation**

Your Account Confirmation

Thank you for creating an account. A confirmation email has been sent to the address you provided.

 [Print Page](#)

Note: Make sure you write down or save your password to prevent sign-in issues in the future.

User ID

Password

Email Address

Continue

Non-Filer Form: Step 1

Pictures of the full Step 1 form are below on page 14. The form has two parts, and Step 1 asks for the following information:

- Filing Status
 - Single or Married filing jointly
- Personal Information
 - First and Last Name
 - Social Security Number
 - Home Address
 - Whether someone else can claim you as a dependent
 - Spouse's Information if Married filing jointly
- Dependents
 - First and Last Name
 - Social Security Number
 - Relationship to you
 - IP PIN (if applicable)
- Banking Information
 - Routing Number
 - Account Type: Checking or Savings
 - Account Number
- Identity Protection PIN (if applicable to you or your spouse)

The screenshot shows the 'Non-Filers: Enter Payment Info' web interface. At the top, there's a blue header with the title and links for 'Update Your Account' and 'Sign Out'. Below the header, a navigation bar shows 'STEP 1. Fill Out Your Tax Forms' as the active step, with 'STEP 2. E-File Your Tax Forms' as an option. A toolbar contains buttons for 'Save', 'Print Return', 'Start Over', 'Check E-File Status', and 'FAQs'. The main content area is titled 'Enter Your Information' and includes sections for 'Filing Status' (with radio buttons for 'Single' and 'Married filing jointly'), 'Personal Info' (with fields for first name, last name, and social security number for both the filer and spouse), and 'Home Address' (with fields for address, apartment number, city, state, and ZIP code). At the bottom, there are buttons for 'Delete This Form' and 'Done With This Form'.

Filing Status

☐ Single ☐ Married filing jointly

If there is one adult on this registration, select Single. If there are two, select Married filing jointly.

Personal Info

Your first name and middle initial	Last name	Your social security number
<input type="text"/>	<input type="text"/>	<input type="text"/>
If joint return, spouse's first name and middle initial	Last name	Spouse's social security number
<input type="text"/>	<input type="text"/>	<input type="text"/>
Home address (number and street). If you have a P.O. box, enter the P.O. box only if no mail is delivered to your home.		Apt. no.
<input type="text"/>		<input type="text"/>
City, town or post office, state, and ZIP code. If you have a foreign address, also complete spaces below.		
<input type="text"/>		
Foreign country name	Foreign province/state/county	Foreign postal code
<input type="text"/>	<input type="text"/>	<input type="text"/>

Someone can claim: ☐ You as a dependent ☐ Your spouse as a dependent

If someone else claimed you on their tax return you will not be eligible for the Economic Impact Payment.

Dependents

(1) First name	Last name	(2) Social security number	(3) Relationship to you	(4) Dependent's IP PIN (if applicable)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

If you have additional dependents, check this box and add them here ☐ [Add](#)

Banking Information

Routing number Type: ☐ Checking ☐ Savings

Account number

Providing the IRS with direct deposit information can expedite your economic impact payment. If you don't have a bank account, the IRS will issue a check.

Identity Protection PIN (if Applicable)

Taxpayer Identity Protection PIN

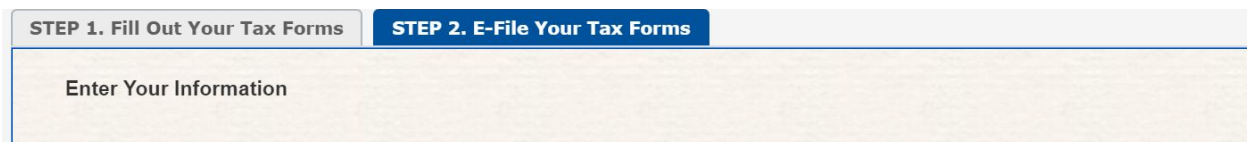
Spouse Identity Protection PIN (if filing jointly)

If you or your spouse have experienced identity theft and the IRS sent you Identity Protection PINs, enter those PINs here to successfully file this return.

[Continue to Step 2](#)

Non-Filer Form: Step 2

After you fill out Step 1 of the form and scroll to the bottom of the page, clicking the blue button labeled “Continue to Step 2” brings you to the second and final part of the non-filer form. Pictures of the full Step 2 form are below on page 16.

A screenshot of the top portion of a web form. It features two tabs: 'STEP 1. Fill Out Your Tax Forms' in a light blue box and 'STEP 2. E-File Your Tax Forms' in a dark blue box. Below the tabs is a large, light beige rectangular area with the text 'Enter Your Information' centered at the top.

Step 2 requires the following information:

- Personal Verification
 - Last year’s AGI (2018 Adjusted Gross Income, **enter zero if you did not file taxes last year**)
 - or Last year’s self-selected signature PIN
- Electronic Signature
 - Today’s date
 - Cell phone number
 - Five digit pin (you choose any 5 numbers)
 - Date of birth
 - Driver’s license or state-issued ID number (if applicable)
 - Driver’s license or state-issued ID state (if applicable)
 - Driver’s license or state-issued ID issue date (if applicable)
 - Driver’s license or state-issued ID expiration date (if applicable)
- Spouse’s information if filing jointly

Personal Verification

You must enter either your 2018 Adjusted Gross Income (AGI), or your 2018 five-digit self-selected signature PIN.

If you're filing together, you and your spouse must both complete this step.

A. Look at last year's federal tax return and enter your AGI in the space provided below. Look for your AGI on line 7 of the Form 1040

If you didn't file a return last year, enter 0.

- If you are filing Married Jointly this year with the same spouse you filed with last year, "Taxpayer" and "Spouse" will have the same AGI.
- If you did not file a return last year, enter a zero in the "Taxpayer" AGI space.
- If your spouse did not file a return last year, enter zero in the "Spouse" AGI space.
- If you don't have or can't remember last year's AGI, use the IRS [Get Transcript Link](#)

	Taxpayer	Spouse (if filing jointly)
Last year's AGI:	<input type="text"/>	<input type="text"/>

OR

B. Enter last year's self-selected signature PIN. If you do not have or do not remember your PIN, skip this step and follow the instructions in step A above.

	Taxpayer	Spouse (if filing jointly)
Last year's five-digit self-selected signature PIN:	<input type="text"/>	<input type="text"/>

Electronic Signature

To sign your return electronically, enter all the information and select **Continue to E-File**. If you are filing together, you and your spouse must both add a PIN and date of birth.

A. Today's Date (mm/dd/yyyy)

05/12/2020

B. Cell phone number

Taxpayer

Spouse (if filing jointly)

C. You can choose any 5 numbers for your PIN.
(Don't use 00000 or 12345)

D. Date of birth (mm/dd/yyyy)

mm/dd/yyyy

mm/dd/yyyy

If you do not have a driver's license or State issued ID, you can leave the following fields blank.

E. Driver's license or State issued ID number

F. Driver's license or State issued ID state

G. Driver's license or State issued ID issue date

mm/dd/yyyy

mm/dd/yyyy

H. Driver's license or State issued ID expiration date

mm/dd/yyyy

mm/dd/yyyy

Email Verification

When you reach the bottom of the Step 2 page, there is a section called “Email Verification.” You cannot click the button “Continue to E-File” until you confirm your email address. Leave this webpage open, and go to your email account.

Email Verification

Filing status emails will be sent to: [REDACTED] Verification is required to submit your filing and, your email address is currently **unverified**.

To verify your email address, select [Update Your Account](#). Return here to complete filing.

[Continue to E-File](#)

Click on the email from “Non-Filers Enter Payment Info,” which should look similar to the image below. Click the first blue link that says “Confirm my account’s email address.”

Non-Filers: Enter Payment Info - New Account Confirmation and Email Verification

Thank you for signing up to use Non-Filers: Enter Payment Info. If you wrote down your login information, make sure you store it in a secure location. To complete the sign up process, click on [Confirm my account's email address](#)

If the link above does not work, copy and paste the address below into your browser:

https://www.freefilefillableforms.com/?confirmation_id=QVhRaEdWU0tQVGIWK3NRK1FwWgZnb2xYc1BZM0t1YlNnd1pPS0svbkRTU0MvSnNrNFFt0Y2eWxhSmY2Z1JEOW0wNVpub3Y4cEFoZExDMldHUmN3Qm5JOTZ4UjICS

Email address verification is required to e-file.


IMPORTANT: Save this email. You will need to use this URL to return to Non-Filers: Enter Payment Info and sign into your account. <https://www.freefilefillableforms.com/#/fd/EconomicImpactP>

If you choose to e-file a return, you can track your status by signing into your account, and clicking the "Check E-File Status" button in Step 1 or Step 2 of your return.

Thank you for using Non-Filers: Enter Payment Info.


When the message below pops up, hit “Continue.”

Email Verification for Free File Fillable Forms



Email address verified

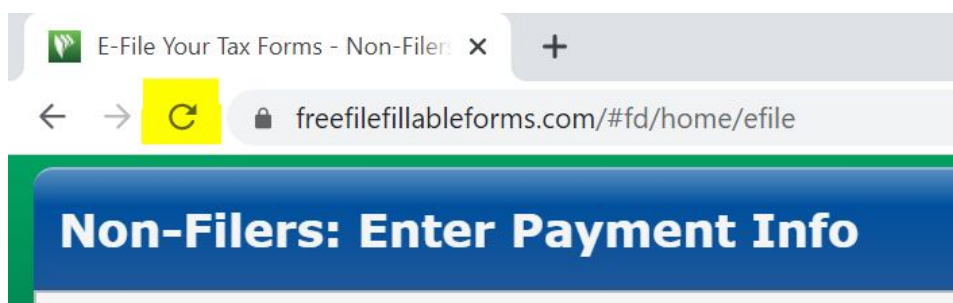
Thank you for verifying your email address. This helps us keep your account safe.

[Continue](#) 

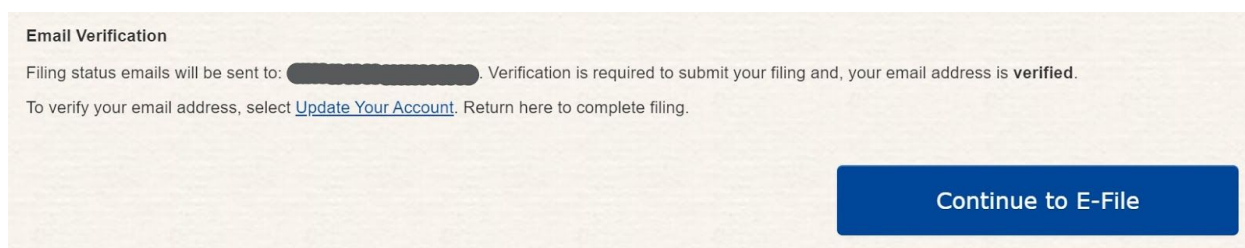
Filing

There are two ways to complete the process.

1. The link to verify email will return you to the login screen. You can use your username and password to log in again and return to the Step 2 page.
2. You can return to the Step 2 page of FreeFileFillableForms.com if you still have it open and refresh the page by hitting the circular arrow button, which should be somewhere at the top of your screen.



Now when you scroll to the bottom of the Step 2 screen you should be able to click on the blue “Continue to E-File” button.



If you have filled out all of the required information, you will be able to submit the non-filer form. There is a row of buttons at the top of the page that allow you to print the form and also to check your E-File Status. You can use your username and password to log back in at any time to check the status.

