

A Step-by-Step Guide to Using the IRS Non-Filers: Enter Payment Info Here Tool to Get an Economic Impact Payment

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Economic Impact Payments

Some people don't have to file a tax return but may still be eligible for an Economic Impact Payment. See if you qualify, then follow the steps to register for your payment.

How much are payments worth?

Up to \$1,200 for individuals, \$2,400 for married couples and \$500 per qualifying child under 17.

Who is eligible?

U.S. citizens, permanent residents and gualifying resident aliens who:

- ✓ Have a valid Social Security number,
- ✓ Could not be claimed as a dependent of another taxpayer, and
- ✓ Had adjusted gross income under certain limits.

People who are not required to file tax returns have income that is below the income limits. However, there are individuals who file a tax return to get a refund even if they are not required to file.

How do you get an Economic Impact Payment?

Most taxpayers automatically received a payment. If you didn't and you are not required to file a tax return, the <u>Non-Filers: Enter Payment Info Here</u> is a free IRS tool that allows you to easily and quickly provide information about yourself and your family.

The IRS will use this information to determine your eligibility and send you an Economic Impact Payment.

Who should use the Non-filers tool?

Only people who did not already use the Non-Filers tool, and:

- ✓ had gross income at or below \$12,200 (\$24,400 for married couples) for 2019,
- ✓ did not file a return for 2018 or 2019.
- ✓ do not plan to file a return for 2019,
- ✓ were not otherwise required to file a federal income tax return for 2019, and
- ✓ cannot be claimed as a dependent on someone else's tax return.

To determine if you are required to file a 2019 tax return or if you should file to get a refund, you can use the IRS's Interactive Tax Assistant tool – <u>Do I Need to File a Tax Return?</u> – and answer basic questions.

Before you begin

Anyone using the tool needs to have:

- ✓ Name, exactly as it appears on Social Security card
- ✓ A work-eligible Social Security number
- ✓ An email address to help create your account on the Non-Filers tool
- ✓ A mailing address where you can receive the payment and confirmation letter, which the IRS will mail within 15 days after your payment is issued



If you want your payment via **direct deposit**, you'll need banking information – the routing and account number.

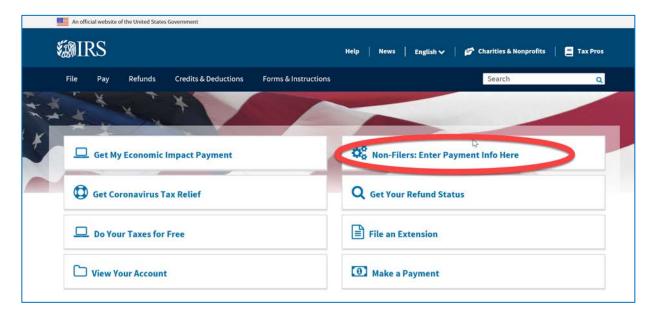
- If you want to receive your payment in a U.S. affiliated bank account but don't have one, visit the FDIC has information on how to choose the right account and where to find a bank that can open an account online, if needed.
- You may be able to have your payment sent to your reloadable prepaid debit card. Many reloadable prepaid cards have account and routing numbers that you could provide to the IRS through the Non-Filers: Enter Payment Info Here tool. You would need to check with the financial institution to ensure your card can be re-used and to obtain the routing number and account number, which may be different from the card number. When providing this information in the Non-Filers tool, you should indicate that the account and routing number provided are for a checking account unless your financial institution indicates otherwise.

If the IRS sent you an Identity Protection Personal Identification Number (IP PIN) in the past, you'll need it to use this tool. If you lost your IP PIN, use the <u>Get an IP PIN</u> tool to retrieve your number.

NOTE: The Non-Filers tool includes a space for your license or state ID number, if you have one, to digitally sign your document in the Non-Filers tool. There are other ways to do this, so a license or state ID is optional in the tool. However, it may be requested by an organization that is helping you use the Non-Filers tool.

Let's begin!

Start at IRS.gov. From the IRS.gov homepage, select Non-Filers: Enter Payment Info Here.





Confirm you can use the Non-Filers tool. Carefully review the information on the screen to make sure you can use the tool. Click on "Get Started" after you confirm this is the correct tool to use. Also, please review the system requirements under the FAQs link to the left to confirm your computer will work with this tool.

Non-Filers: Enter Payment Info

Resources

FAQs Return to IRS

freefile

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.

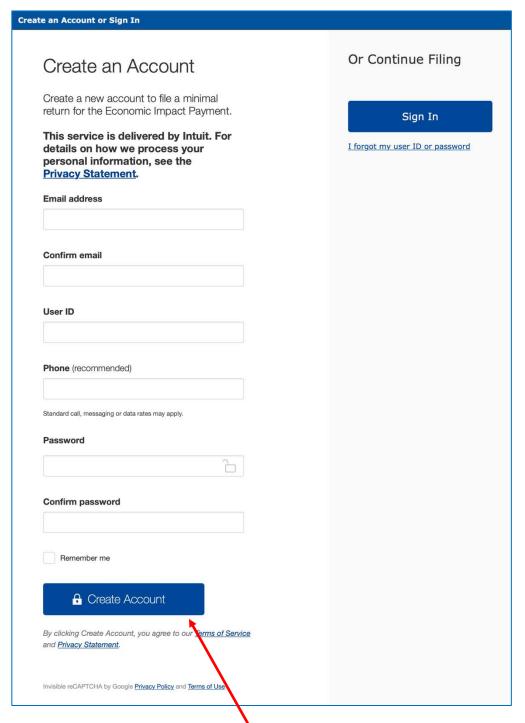
Do NOT continue here if:

- You 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.
- $\bullet\,$ 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



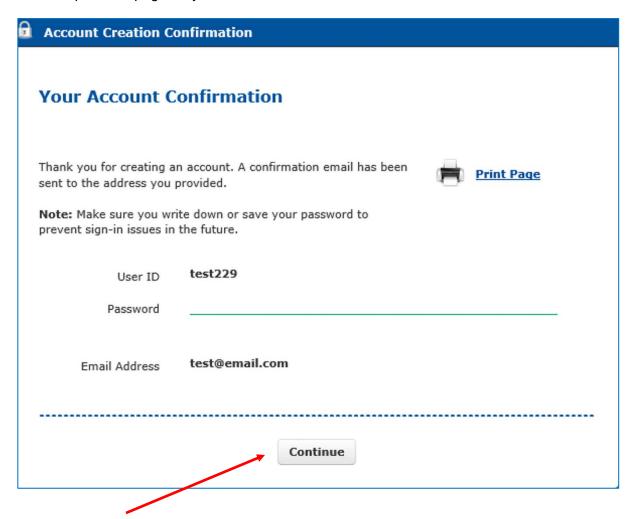
Create an account. Review the privacy statement. Then, to create your account, enter your email address and create a user ID and password. Enter a phone number, if applicable. Please use a phone number you will have access to now and in the future. If you already created an account and are returning to the tool, click the "Sign In" button or the "I forgot my user ID or password" link as needed.



Click "Create Account" to move on.



Get your account confirmation. This screen confirms you successfully created an account. You will also receive an email confirmation from customer_service@freefilefillableforms.com. You can print this page for your records.



Select "Continue." You will be directed to a "Step 1" screen where you will input your information to register for the payment.

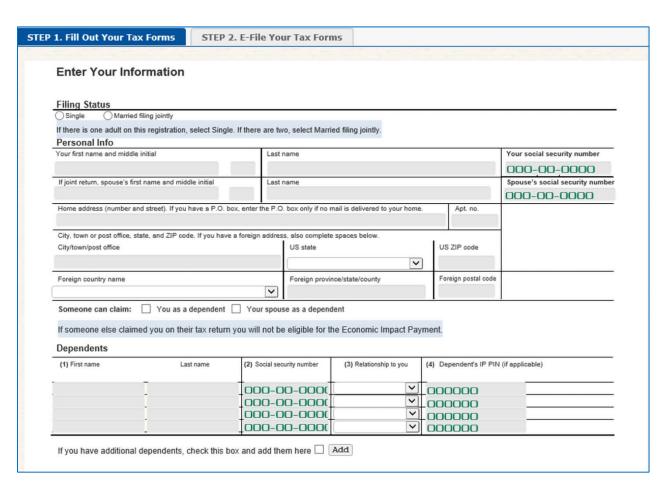


STEP 1 page: Register for your payment. On the top section of this page, take the following steps:

✓ Select your filing status (Single or Married filing jointly).

Alert: If you are entering information for yourself, and your spouse receives Social Security, Supplemental Security Income, Railroad Retirement or Veteran's benefits, you should enter your information as a "Single" filer instead of "Married Filing Jointly."

- ✓ Enter your personal information, including your Social Security number (and your spouse's, if you select "Married filing jointly)," and your address. Note: Do not use the "Foreign Country Name" field if your address is in the U.S.
- ✓ Check the box if someone can claim you or your spouse as a dependent.
- ✓ Enter any dependents and their SSN or Adoption Tax Identification number (ATIN). If you have more than four dependents, click the "Add" box to enter more.
- ✓ If the IRS has sent an Identity Protection Personal Identification Number (IP PIN) for any of your dependents, enter the IP PIN on the appropriate line for that dependent.

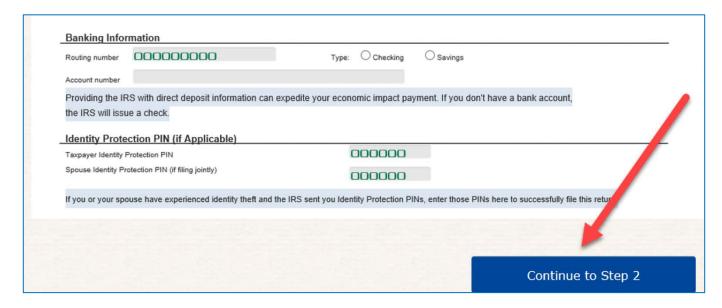




On the bottom two sections of this page:

- ✓ Complete your bank information if you want your payment as direct deposit (otherwise the IRS will mail your payment as a check or a debit card).
- ✓ Double check your routing and account numbers for accuracy.
- ✓ Enter an Identity Protection Personal Identification Number (IP PIN) for you or your spouse, if applicable.

Then select "Continue to Step 2" to advance to the next screen.

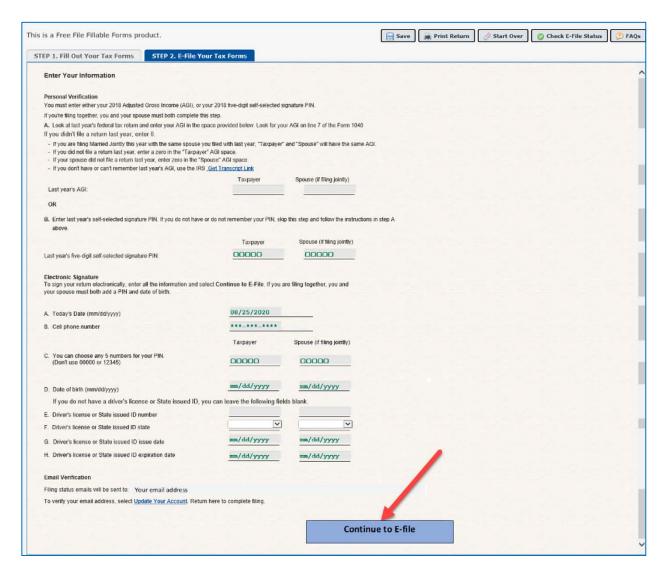




STEP 2 page: Verifications and signatures: Simply follow the instructions on the page. You'll need your driver's license (or state-issued ID) information. If you don't have one, leave it blank.

The form asks for last year's Adjusted Gross Income (AGI) from your tax return, or your fivedigit self-selected signature PIN. If you didn't file a tax return last year, enter "0" for the AGI and continue to the next section, where you'll digitally sign.

For the last step on this page, you'll need to verify your email address. In your email account, look for a verification email from customer_service@freefilefillableforms.com. In that verification email, select "Update Your Account." This will verify your email address. Then you can return to the Non-Filers tool to complete filing.



Select "Continue to E-File."



After you register: You will receive an e-mail from Customer Service at Free File Fillable Forms, a trusted IRS partner. The email will either acknowledge you have successfully submitted your information or tell you there is a problem and how to correct it.

If you are using a public computer, such as a public library computer or other shared computer, be sure to sign out and completely close the Non-Filers: Enter Payment Info browser before leaving the computer.

Getting your payment: The IRS will confirm your eligibility, then calculate and send your Economic Impact Payment.

Checking payment status: You can use the <u>Get My Payment</u> tool at IRS.gov within two weeks to check your payment status. Until your payment is scheduled, you will receive a "Payment Status Not Available" message.

To use Get My Payment, you'll need your Social Security number or individual tax ID number, date of birth and address.

Account information is updated once per day overnight, so there's no need to check back more than once per day. Checking more than five times per day will result in an account lock for 24 hours.

If you enter information that does not match our records three times within 24 hours, you will be locked out of Get My Payment for security reasons. Do not contact the IRS for assistance for a lockout. The lock out will only release when the 24 hours has passed. For more information, see the Get My Payment <u>Frequently Asked Questions</u>.

Resources

- Frequently Asked Questions at the IRS.gov <u>Economic Impact Payments Information Center</u> for information on eligibility, emerging issues and more.
- <u>Frequently Asked Questions within the Non-Filers tool</u> itself have information about using the tool.

