



United States Merchant Marine Academy

Office of Financial Aid

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How to Request IRS Verification of Non-filing Letter

What is an IRS Verification of Non-filing Letter?

An IRS Verification of Non-filing Letter - provides proof that the IRS has no record of a filed Form 1040 or 1040SR for the year you requested.

Non-Tax filers can request an IRS Verification of Non-filing documentation free of charge from the IRS in one of two ways:

Online at <https://www.irs.gov/individuals/get-transcript> click on get "Transcript ONLINE"

By-Paper, use IRS paper Form 4506-T at <https://www.irs.gov/pub/irs-pdf/f4506t.pdf> and check box 7
See Note below

Mail Form to:

Internal Revenue Service

RAIVS Team

Stop 6705 S-2

Kansas City, MO 64999

OR

Fax Form to: 855-821-0094

NOTE

The Form 4506-T cannot be processed by the IRS if it is incomplete, unreadable, or has any white-out or cross-out marks. If you submit IRS form 4506-T to the IRS, and the IRS sends you an IRS Form 13873-V or 13873-T the document is acceptable, provided that the document clearly states that the form was provided as verification of non-filing or that the IRS has no record of a tax return document.

Please follow all instructions on the IRS site, and submit proof of Non-Filing document to the Office of Financial Aid.

For additional assistance, please contact our office at 516-726-5638.