

About the IRS Verification of Non-filing Letter

In some cases an individual may need to submit a Verification of Non-filing Letter that you can get for free from the IRS. The two best ways to order are below. Most students cannot order online and will need to use Form 4506-T. **Please note that IRS Form 13873 is only acceptable if it clearly states that the form is provided to the individual as verification of non-filing, or states that the IRS has no record of a tax return.**

Order [Online at the IRS Web Page](#)

- You will be able to view, print, or download the Verification of Non-filing Letter.
- You will need to be able to register with the IRS to use the IRS “Get Transcript ONLINE” service.
 - Please see the “What You Need” section under the “Get Transcript ONLINE” button.
 - (Please note that a Verification of Non-filing letter is NOT available using the “Get Transcript by MAIL” service or by phone.)

Order Using [IRS Form 4506-T](#)

- Friendly Reminder: IRS Form 4506-T should be *submitted directly to the IRS*.
- On the 4506-T form, check the box for #7: “Verification of Nonfiling.”
- For the period requested, make sure you use the end date for 2016: 12/31/2016.
- Have the letter sent directly to you, and then submit it to our office.
 - Please DO NOT use section 5 to request the IRS to send the letter to Goucher College.
 - This will help insure that the document will be matched to the student’s financial aid records.
- It will take approximately 5-10 days for you to receive the letter in the mail.

Submit Your Documents

Preferred: Scan as a PDF (150dpi minimum) and attach to an e-mail sent to finaid@goucher.edu. We normally confirm receipt of documents sent by e-mail in 2-3 business days. (You may also get an automated e-mail when you first submit.)

You may also fax to 410-337-6504. Please include the student’s name and Goucher ID number on a cover sheet or the top of the first page.

If you send by regular mail (see address at top of form), then please keep copies in your records as a backup.

Confirmation is not normally sent when you submit by fax or regular mail, so students should log in to Net Partner (<http://www.goucher.edu/netpartner>) 2 business days after faxing or 1 week after mailing, and check the Documents tab to confirm receipt.