

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 2017: 12/31/2017.
 - 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.
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