United States Merchant Marine Academy
Office of Financial Aid
T: 516.726.5638
F: 516.773.5390

300 Steamboat Road, Kings Point NY 11024
www.usmma.edu

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 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 call 516-726-5638.