



**MOLLOY
UNIVERSITY**

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, 1040A or 1040EZ for the year you requested.

- Non Tax filers can request an IRS Verification of Non-filing of their 2020 tax return status, 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
P.O. box 145500
Stop 2800 F
Cincinnati, OH 45250

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 letter to the Financial Aid office upon receipt. For additional assistance, please contact our office at **516-323-4200**.