Requesting Verification of Non-Tax Filing from the IRS

For Parents and/or Independent Students who do not file a federal tax return

Please note: If listed on your portal, this federal requirement must be satisfied before your financial aid eligibility can be finalized. If you have questions about this requirement, please contact the Office of Financial Aid at finaid@colgate.edu.

Acceptable documentation from the IRS to verify your non-tax filing status includes any of the following:
- Verification of Non-filing letter from the IRS
- IRS Tax Return Transcript indicating "no record of return filed"
- IRS Tax Account Transcript indicating "no transcript on file"
- IRS document 13873 indicating that the form is provided as verification of non-filing

Parents and/or Independent Students who are asked to submit proof of non-filing status from the IRS may request such a document free of charge, by following the instructions below:

Online Request – no wait to receive results; must register to use the service; may request either tax return transcript or tax account transcript:
- Visit https://www.irs.gov/individuals/get-transcript
- Click on the "Get Transcript Online" button, and follow remaining instructions on the site

Mail Request – 5-10-day wait to receive results; need not register to use the service; may request either tax return transcript or tax account transcript:
- Visit https://www.irs.gov/individuals/get-transcript
- Click on the "Get Transcript by Mail" button, and follow remaining instructions on the site

Request using hard-copy form 4506-T – must mail or fax to the IRS after completing the paper form:
- Print a copy of IRS Form 4506-T from https://www.irs.gov/forms-instructions
- Complete the form, being sure to check Box 7 on Form 4506-T
- Sign and mail or fax to the IRS center based on the state you listed on your most recent return

Submission to the Financial Aid Office

If your financial aid application is selected for verification, you will be given access to the College Board IDOC portal to upload the required documents electronically. Any required forms will be made available for you within your IDOC portal.

You will receive an e-mail from the College Board once access to the portal is available. We can only accept documentation submitted via the IDOC portal. We cannot accept documents submitted via e-mail, fax, or mail.