IRS "Verification of Non-Filing Letter" Request Form

New federal regulations require some students/parents/spouses to submit proof that they didn't file an IRS Tax Return.

If your PAWS To-Do-List includes a request for this document, follow these instructions:

1) Request a separate "Verification of Non-Filing letter" to match each Non-Filing letter requested on your To-Do-List (for student, parent, and/or spouse).

2) Request your letter(s) by one of the following methods:

   A) If the non-filer has their own credit card account, auto loan, mortgage, home equity loan or line of credit, use the much faster "Get Transcript Online" option at http://www.irs.gov/transcript

   B) Any non-filers who don’t have their own credit accounts, must complete the attached form and must fax or mail it to the IRS.

      (If you can’t use Option A, you must use the attached form because the IRS systems will not allow you to request this letter through any of their other request methods including their 800 number or their online “Get Transcript by Mail” option.)

After you receive your Non-Filing letter from the IRS:

3) Make sure that the document they sent you includes your SSN or ITIN number.

   Federal aid regulations prohibit us from accepting an IRS RAIVS (13873-V) document because the standard IRS RAIVS document does not include a SSN or ITIN number and federal aid regulations insist that the IRS documentation must include the non-filer’s SSN or ITIN.

4) Write the student name and FSU ID # on the IRS letter.

5) Keep a copy of the letter for your records.

6) Submit the Non-Filing letter to the FSU Financial Aid Office using the address or fax number located in the upper right corner of this document.
Request for Transcript of Tax Return

1a Name shown on tax return. If a joint return, enter the name first.
1b First social security number on tax return, individual taxpayer identification number, or employer identification number (see instructions)

2a If a joint return, enter spouse’s name shown on tax return.
2b Second social security number or individual taxpayer identification number if joint tax return

3 Current name, address (including apt., room, or suite no.), city, state, and ZIP code (see instructions)

4 Previous address shown on the last return filed if different from line 3 (see instructions)

5 Customer file number (if applicable) (see instructions)

Note: Effective July 2019, the IRS will mail tax transcript requests only to your address of record. See What’s New under Future Developments on Page 2 for additional information.

6 Transcript requested. Enter the tax form number here (1040, 1065, 1120, etc.) and check the appropriate box below. Enter only one tax form number per request.

a Return Transcript, which includes most of the line items of a tax return as filed with the IRS. A tax return transcript does not reflect changes made to the account after the return is processed. Transcripts are only available for the following returns: Form 1040 series, Form 1065, Form 1120, Form 1120-A, Form 1120-H, Form 1120-L, and Form 1120S. Return transcripts are available for the current year and returns processed during the prior 3 processing years. Most requests will be processed within 10 business days.

b Account Transcript, which contains information on the financial status of the account, such as payments made on the account, penalty assessments, and adjustments made by you or the IRS after the return was filed. Return information is limited to items such as tax liability and estimated tax payments. Account transcripts are available for most returns. Most requests will be processed within 10 business days.

c Record of Account, which provides the most detailed information as it is a combination of the Return Transcript and the Account Transcript. Available for current year and 3 prior tax years. Most requests will be processed within 10 business days.

7 Verification of Non-Filing, which is proof from the IRS that you did not file a return for the year. Current year requests are only available after June 15. There are no availability restrictions on prior year requests. Most requests will be processed within 10 business days.

8 Form W-2, Form 1099 series, Form 1098 series, or Form 5498 series transcript. The IRS can provide a transcript that includes data from these information returns. State or local information is not included with the Form W-2 information. The IRS may be able to provide this transcript information for up to 10 years. Information for the current year is generally not available until the year after it is filed with the IRS. For example, W-2 information for 2016, filed in 2017, will likely not be available from the IRS until 2018. If you need W-2 information for retirement purposes, you should contact the Social Security Administration at 1-800-772-1213. Most requests will be processed within 10 business days.

Caution: If you need a copy of Form W-2 or Form 1099, you should first contact the payer. To get a copy of the Form W-2 or Form 1099 filed with your return, you must use Form 4506-T and request a copy of your return, which includes all attachments.

9 Year or period requested. Enter the ending date of the year or period, using the mm/dd/yyyy format. If you are requesting more than four years or periods, you must attach another Form 4506-T. For requests relating to quarterly tax returns, such as Form 941, you must enter each quarter or tax period separately.

Caution: Do not sign this form unless all applicable lines have been completed.

Signature of taxpayer(s). I declare that I am either the taxpayer whose name is shown on line 1a or 2a, or a person authorized to obtain the tax information requested. If the request applies to a joint return, at least one spouse must sign. If signed by a corporate office, 1 percent or more shareholder, partner, managing member, guardian, tax matters partner, executor, receiver, administrator, trustee, or party other than the taxpayer, I certify that I have the authority to execute Form 4506-T on behalf of the taxpayer. Note: This form must be received by IRS within 120 days of the signature date.

Signature (see instructions) Date

Spouse’s signature Date

For Privacy Act and Paperwork Reduction Act Notice, see page 2.
Section references are to the Internal Revenue Code unless otherwise noted.

Future Developments
For the latest information about Form 4506-T and its instructions, go to www.irs.gov/form4506T. Information about any recent developments affecting Form 4506-T (such as legislation enacted after we released it) will be posted on that page. The filing location for the Form 4506-T has changed. Please see Chart for individual transcripts or Chart for all other transcripts for the correct mailing location.

What’s New? As part of its ongoing efforts to protect taxpayer data, the Internal Revenue Service announced in July 2019, it will stop all third-party mailings of requested transcripts. After this date masked Tax Transcripts will only be mailed to the taxpayer’s address of record. If a third-party is unable to accept a Tax Transcript mailed to the taxpayer, they may either contact an existing IRS participant or become an IRS participant themselves. For additional information about the IRS program, go to www.irs.gov and search IRS.

General Instructions
Caution: Do not sign this form unless all applicable lines have been completed.

Purpose of form. Use Form 4506-T to request tax return information. Taxpayers using a tax year beginning in one calendar year and ending in the following year (fiscal tax year) must file Form 4506-T to request a return transcript.

Note: If you are unsure of which type of transcript you need, request the Record of Account, as it provides the most detailed information.

Customer File Number. The transcripts provided by the IRS have been modified to protect taxpayers' privacy. Transcripts only provide personal information, such as the last four digits of the taxpayer’s Social Security Number. Full financial information, such as wages and taxable income, are shown on the transcript.

An optional Customer File Number field is available to be used when requesting a transcript. This number will print on the transcript. See Line 5 instructions for specific requirements. The customer file number is an optional field and not required.

Tip. Use Form 4506-T, Request for Copy of Tax Return, to request copies of tax returns.

Automated transcript request. You can quickly request transcripts by using our automated self-help service tools. Please visit us at IRS.gov and click on “Get a Tax Transcript” under “Tools” or call 1-800-908-9946.

Where to file. Mail or fax Form 4506-T to the address below for the state in which you lived or were in, or the state your business was in, when that return was filed. There are two address charts: one for individual transcripts (Form 1040 series and Form W-2) and one for all other transcripts.

If you are requesting more than one transcript or another product and the chart shows two different addresses, send your request to the address based on the address of your most recent return.

Line 1a. Enter your employer identification number (EIN) if your request relates to a business return. Otherwise, enter the first five digits of the social security number of an individual taxpayer identification number (ITIN) shown on the return. For example, if you are using Form 1040 that includes Schedule C (Form 1040), enter your SSN.

Line 3. Enter your current address. If you use a P.O. box, include it on this line.

Line 4. Enter the address shown on the last return filed different from the address entered on line 3.

Note: If the addresses on lines 3 and 4 are different and you have not changed your address with the IRS, file Form 8822-B, Change of Address. For a business address, file Form 8822-B, Change of Address or Responsible Party — Business

Line 5. Enter up to 10 numeric characters to create a unique customer file number that will appear on the transcript. The customer file number should not contain an SSN. Completion of this line is not required.

Note. If you use an SSN, name or combination of both, we will not input the information and the customer file number will reflect a generic entry of “999999999” on the transcript.

Line 6. Enter only one tax form number per request.

Signature and date. Form 4506-T must be signed and dated by the taxpayer listed on line 1a or 2a. The IRS must receive Form 4506-T within 120 days of the date signed by the taxpayer or it will be rejected. Ensure that all applicable lines are completed before signing.

You must check the box in the signature area to acknowledge you have the authority to sign the information. The form will not be processed and returned to you if the box is unchecked.

Chart for individual transcripts (Form 1040 series and Form W-2 and Form 1099)

<table>
<thead>
<tr>
<th>State</th>
<th>Telephone</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alabama, Arkansas, Delaware, Georgia, Illinois, Iowa, Idaho, Kansas, Arizona</td>
<td>(855)-821-0094</td>
<td>Internal Revenue Service, P.O. Box 9941, Mail Stop 6734, Ogden, UT 84409</td>
</tr>
<tr>
<td>Alaska, California, Colorado, Connecticut, District of Columbia, Hawaii, Idaho, Iowa, Kentucky, Maine, Maryland, Massachusetts, Michigan, Montana, Nebraska, Nevada, New Mexico, North Dakota, Ohio, Oregon, Pennsylvania, Rhode Island, South Dakota, Utah, Washington, West Virginia, Wisconsin</td>
<td>(855)-298-1145</td>
<td>Internal Revenue Service, P.O. Box 9941, Mail Stop 6734, Ogden, UT 84409</td>
</tr>
</tbody>
</table>

Chart for all other transcripts

<table>
<thead>
<tr>
<th>State</th>
<th>Telephone</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alabama, Alaska, Arizona, Arkansas, California, Colorado, Florida, Hawaii, Idaho, Iowa, Kentucky, Maine, Maryland, Massachusetts, Michigan, Montana, Nebraska, Nevada, New Mexico, North Dakota, Ohio, Oregon, Pennsylvania, Rhode Island, South Dakota</td>
<td>(855)-298-1145</td>
<td>Internal Revenue Service, P.O. Box 9941, Mail Stop 6734, Ogden, UT 84409</td>
</tr>
<tr>
<td>Connecticut, Delaware, District of Columbia, Georgia, Illinois, Indiana, Kentucky, Maine, Maryland, Massachusetts, Michigan, New Hampshire, New Jersey, Nevada, New Mexico, North Dakota, Ohio, Oregon, Pennsylvania, Rhode Island, South Dakota, Utah, Washington, West Virginia, Wisconsin</td>
<td>(855)-298-1145</td>
<td>Internal Revenue Service, P.O. Box 9941, Mail Stop 6734, Ogden, UT 84409</td>
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