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

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

Request may be rejected if the form is incomplete or illegible.

For more information about Form 4506-T, visit www.irs.gov/form4506t.

Tip. Use Form 4506-T to order a transcript or other return information. See the product list below. You can quickly request transcripts by using our automated self-help service tools. Please visit us at IRS.gov and click on “Get a Transcript...” under “Tools” or call 1-800-908-9946. If you need a copy of your return, use Form 4506, Request for Copy of Tax Return. There is a fee to get a copy of your return.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1a</td>
<td>Name shown on tax return. If a joint return, enter the name shown first.</td>
</tr>
<tr>
<td>1b</td>
<td>First social security number on tax return, individual taxpayer identification number, or employer identification number (see instructions)</td>
</tr>
<tr>
<td>2a</td>
<td>If a joint return, enter spouse’s name shown on tax return.</td>
</tr>
<tr>
<td>2b</td>
<td>Second social security number or individual taxpayer identification number if joint tax return</td>
</tr>
<tr>
<td>3</td>
<td>Current name, address (including apt., room, or suite no.), city, state, and ZIP code (see instructions)</td>
</tr>
<tr>
<td>4</td>
<td>Previous address shown on the last return filed if different from line 3 (see instructions)</td>
</tr>
<tr>
<td>5</td>
<td>Customer file number (if applicable) (see instructions)</td>
</tr>
</tbody>
</table>

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.
   - 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.
   - 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.
   - 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 Nonfilers. Which is proof from the IRS that you did not file a return for the year. Current year requests are only available after June 15th. There are no availability restrictions on prior year requests. Most requests will be processed within 10 business days.

8 Form W-2, Form 1098 series, Form 1099 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 1098, you should first contact the payer. To get a copy of the Form W-2 or Form 1098 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. 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 officer, 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.

Phone number of taxpayer on line 1a or 2a

Signature (see instructions) Date

Title (if line 1a above is a corporation, partnership, estate, or trust)

Spouse’s signature Date

For Privacy Act and Paperwork Reduction Act Notice, see page 2.
Chart for all other transcriptions

If you lived in or on your business was in:

Mail or fax to:

Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maryland, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Jersey, New Mexico, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Virginia, Washington, West Virginia, Wisconsin, Wyoming, a foreign country, American Samoa, Puerto Rico, Guam, the Commonwealth of the Northern Mariana Islands, the U.S. Virgin Islands, A.P.O. or F.D.P.O. address

<table>
<thead>
<tr>
<th>State/Location</th>
<th>Mail or fax to</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alabama, Arizona, Alaska, Arkansas, California</td>
<td>Internal Revenue Service RAIVS Team</td>
</tr>
<tr>
<td>Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia</td>
<td>P.O. Box 9491</td>
</tr>
<tr>
<td>Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maryland, Michigan</td>
<td>Mall Stop 8734</td>
</tr>
<tr>
<td>Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Jersey, New Mexico, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Rhode Island, South Carolina, South Dakota</td>
<td>Ogden, UT 84409</td>
</tr>
<tr>
<td>Tennessee, Texas, Utah, Virginia, Washington, West Virginia, Wisconsin, Wyoming</td>
<td>855-298-1145</td>
</tr>
<tr>
<td>A foreign country, American Samoa, Puerto Rico, Guam, the Commonwealth of the Northern Mariana Islands, the U.S. Virgin Islands, A.P.O. or F.D.P.O. address</td>
<td></td>
</tr>
<tr>
<td>Maine, Massachusetts, New Hampshire, New York, Pennsylvania, Vermont</td>
<td>Internal Revenue Service RAIVS Team</td>
</tr>
<tr>
<td>Stop 7075 S-2</td>
<td>Kansas City, MO 64999</td>
</tr>
<tr>
<td>855-821-0094</td>
<td></td>
</tr>
</tbody>
</table>

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

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 if 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, Change of Address. For a business address, file Form 8822-B, Change of Address or Responsible Party — Business.

Line 5b. 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.

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.

**CAUTION**

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

**Individuals**

Transcripts of jointly filed tax returns may be furnished to either spouse. Only one signature is required. Sign Form 4506-T exactly as your name appeared on the original return. If you changed your name, also sign your current name.

Corporations, generally, Form 4506-T can be signed by: (1) an officer having legal authority to bind the corporation, (2) any person designated by the board of directors or other governing body, or (3) any officer or employee on written request by any principal officer and attested to by the secretary or other officer. A bona fide shareholder of record owning 3% or more of the outstanding stock of the corporation may submit a Form 4506-T but must provide documentation to support the requester’s right to receive the information.

Partnerships. Generally, Form 4506-T can be signed by any person who was a member of the partnership during any part of the tax period requested on line 9.

All others. See section 6103 if the taxpayer has died, is insolvent, is a dissolved corporation, or if a trustee, guardian, executor, receiver, or administrator is acting for the taxpayer. Note: If you are a heir at law, heir of kin, or Beneficiary you must be able to establish a material interest in the estate or trust.

Documentation. For entities other than individuals, you must attach the authorization document. For example, this could be the letter from the principal officer authorizing an employee of the corporation or the letter testamentary authorizing an individual to act as an estate.

Signature by a representative. A representative can sign Form 4506-T for a taxpayer only if the taxpayer has specifically delegated this authority to the representative on Form 2848, line 5. The representative must attach Form 2848 showing the delegation to Form 4506-T.

Privacy Act and Paperwork Reduction Act Notice. We ask for the information on this form to establish your right to gain access to the requested tax information under the Internal Revenue laws. We need this information to properly identify the tax information and respond to your request. You are not required to request any transcript if you do request a transcript, sections 6103 and 6109 and their regulations require you to provide this information, including your SSN or EIN. If you do not provide this information, we may not be able to process your request. Providing false or fraudulent information may subject you to penalties.

Routing the use of this information include giving it to the Department of Justice for civil and criminal litigation, and cities, states, the District of Columbia, and U.S. communities and possessions for use in administering their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal non-tax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form, its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by section 6103.

The time needed to complete and file Form 4506-T will vary depending on individual circumstances. The estimated average time is Learning about the law or the form, 10 minutes; Preparing the form, 12 minutes; and Copying, assembling, and sending the form to the IRS, 20 minutes.

If you have comments concerning the accuracy of these time estimates or suggestions for improving Form 4506-T simpler, we would be happy to hear from you. You can write to:

Internal Revenue Service
Tax Form Publications Division
1111 Constitution Ave. NW, R-6526
Washington, DC 20224

Do not send the form to this address. Instead, see Where to file on this page.