

# How to Obtain Your 2019 IRS Verification of Nonfiling Letter

## For the 2021-2022 FAFSA Award Year

### Online Immediate Access to Your Letter

- Available on the IRS Web site at <https://www.irs.gov/Individuals/Get-Transcript>
- Click on “Get Transcript Online,” and from the next page click on “Create an Account”
- Complete the steps to set up an account
- Select “Higher Education/Student Aid” as your reason for requesting the transcript
- Select the 2019 Return Transcript
- When the IRS Verification of Nonfiling Letter displays you may use your browser’s tools to print a copy or to save the file. Remember to change the file type to PDF when saving.
- Mail, fax, or scan and email the IRS Verification of Nonfiling to the IWU Financial Aid Office, making sure to include the student’s name and student ID

### Paper Request for Mailed Letter

- Download IRS Form 4506-T at <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>
- Complete lines 1a, 1b, and 3, following the instructions on page 2 of the form. Line 3 should be your current address—the address where the IRS Verification of Nonfiling Letter will be sent. If different from line 3, enter the address shown on the last return filed on Line 4.
- Check the box at the end of line 7
- On line 9, enter 12/31/2019
- The nonfiler must sign and date the form and enter their telephone number
- Mail or fax the completed IRS Form 4506-T to the appropriate destination provided on page 2 of Form 4506-T under the “Chart for all other transcripts” heading. That information also is provided below.

If you lived in:

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, or A.P.O. or F.P.O. address

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Submit the completed IRS Form 4506-T to:

Internal Revenue Service  
RAIVS Team  
P.O. Box 9941  
Mail Stop 6734  
Ogden, UT 84409

FAX 855-298-1145

If you lived in:

Maine, Massachusetts, New Hampshire, New York, Pennsylvania, or Vermont

Submit the completed IRS Form 4506-T to:

Internal Revenue Service  
RAIVS Team  
Stop 6705 S-2  
Kansas City, MO 64999

FAX 855-821-0094

- Nonfilers can expect to receive their Verification of Nonfiling Letter within 5 to 10 days from the time the IRS receives and processes\* their signed request
- Mail, fax, or scan and email the IRS Verification of Nonfiling Letter to the IWU Financial Aid Office, making sure to include the student's name and student ID

Financial Aid Office, IWU National & Global  
Indiana Wesleyan University  
1900 W 50<sup>th</sup> St  
Marion, IN 46953-9393

FAX 765-677-2030

EMAIL [IWUfinaid@indwes.edu](mailto:IWUfinaid@indwes.edu)

\* NOTE: Processing form 4506-T means verifying/validating the information provided on the form. If any information does not match the IRS records, the IRS will notify the tax filer that it was not able to provide the requested document.