

# How to Obtain Your 2017 IRS Verification of Nonfiling Letter

For the 2019-2020 FAFSA Award Year

## Paper Request for Mailed Transcript

- 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.
- DO NOT complete line 5. The Verification of Nonfiling Letter should be mailed to the nonfiler and not directly to the IWU financial aid office.
- Check the box at the end of line 7
- On line 9, enter 12/31/2017
- 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.

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If you lived in:

Alabama, Alaska, Arizona, Arkansas, California, Colorado, Florida, Hawaii, Idaho, Iowa, Kansas, Louisiana, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Texas, Utah, Washington, 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

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

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If you lived in:

Connecticut, Delaware, District of Columbia, Georgia, Illinois, Indiana, Kentucky, Maine, Maryland, Massachusetts, Michigan, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, South Carolina, Tennessee, Vermont, Virginia, West Virginia, Wisconsin

Submit the completed IRS Form 4506-T to:

Internal Revenue Service  
RAIVS Team  
P.O. Box 145500  
Stop 2800 F  
Cincinnati, OH 45250 FAX  
855-800-8015

- 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-Marion  
Indiana Wesleyan University  
4201 S Washington St  
Marion, IN 46953-4974  
FAX 765-677-2809  
EMAIL [finaid@indwes.edu](mailto:finaid@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.