How to complete an IRS Form 4506-T for Verification of Nonfiling

Individuals who are not required to file taxes but are selected for verification by the Department of Education must provide Verification of Nonfiling. Individuals can obtain the Verification of Nonfiling by submitting an IRS Form 4506-T to the IRS. ([https://www.irs.gov/pub/irs-pdf/f4506t.pdf](https://www.irs.gov/pub/irs-pdf/f4506t.pdf))

To complete the 4506-T, please complete the following lines:

- Name of Non-Filer
- 1b Social Security Number of Non-filer
- 3—Current address
- 4—Previous address if you have moved in the last 2 years
- Leave lines 5a and 5b blank. NIU does not use the 3rd party option.
- 7—Verification of Nonfiling—check the box at the end of the line
- 9—List the last calendar day of the tax year you are requesting the Verification of Nonfiling (i.e. if requesting 2017 taxes please list 12/31/2017)
- Read the declaration indicating you are the person listed in line 1a and check the box above the signature line
- Sign and date the form
- List your phone number

When the form is complete, submit the 4506-T directly to the IRS by either mailing it or faxing it to the appropriate location.

(See page 2)
Where to Send a Completed 4506-T:

Do not submit a copy of the 4506-T to the Financial Aid and Scholarships Office. Please submit the form directly to the IRS at the address or fax number listed for your state of residence at the time your return was filed.

If you lived in or your business was 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, A.P.O. or F.P.O. address

Mail or fax to:

Internal Revenue Service RAIVS Team
P.O. Box 9941 Mail Stop 6734 Ogden, UT 84409
855-298-1145

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

Internal Revenue Service RAIVS Team
Stop 6705 S-2 Kansas City, MO 64999
855-821-0094

The IRS will mail you a copy of the document you have requested. You will then submit all pages of that document to the Financial Aid & Scholarship Office for review. The document needs to have the student’s name and Z-id number written at the top to ensure it goes to the correct file.

If you do not receive the document within a month you should call the IRS to see if there was an error or if something else is holding up the process. 1-800-908-9946 or 1-800-829-1040.