Federal regulations require some students/parents/spouses to submit proof that they did not file an Internal Revenue Service (IRS) Tax Return for 2018.

If your One.IU To Do List includes a request for this document, follow these instructions:

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

   A) Request your letter(s) by one of the following methods:
      a. If the non-filer has his/her own credit card account, automobile loan, mortgage, home equity loan or line of credit, use the much faster Get Transcript Online option at www.irs.gov/transcript.
      b. Any non-filer without his/her own credit account, must complete the attached form and fax or mail it to the IRS.

If you cannot use Option A, you must use the attached form. The IRS systems will not allow you to request the letter through any of its other request methods, including the 800 telephone number or online Get Transcript by Mail option.

After you receive your non-filing letter from the IRS:

2) Make sure the document the IRS sent you includes a clear and precise message, pertaining directly to the non-filer.

3) Write the student name and IU Student ID on the IRS letter.

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

5) Submit the Non-Filing letter to the Office of Financial Aid and Scholarships: Address information above.
Form 4506-T
(Sheet of 2010)
Department of the Treasury
Internal Revenue Service

Request for Transcript of Tax Return

1. Name shown on tax return. If a joint return, enter the name shown first.
2. If a joint return, enter spouse's name shown on 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. If the transcript or tax information is to be mailed to a third party (such as a mortgage company), enter the third party's name, address, and telephone number.
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.
7. 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 1099, 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.
8. 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.
9. 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.
10. Verification of Nonfiling, 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.
11. Form W-2, Form 1099 series, Form 1099 series, or Form 8426 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 2011, filed in 2012, will likely not be available from the IRS until 2013. 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 the transcript is being mailed to a third party, ensure that you have filled in lines 6 through 9 before signing. Sign and date the form once you have filled in these lines. Completing these steps helps to protect your privacy. Once the IRS discloses your tax transcript to the third party listed on line 5, the IRS has no control over what the third party does with the information. If you would like to limit the third party's authority to disclose your transcript information, you can specify this limitation in your written agreement with the third party.

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.

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 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.

Signatory attests that he/she has read the attestation clause and upon so reading declares that he/she has the authority to sign the Form 4506-T. See instructions.

Phone number of taxpayer on line 1a or 2a

For Privacy Act and Paperwork Reduction Act Notice, see page 2. Cat. No. 3706-TN Form 4506-T (Rev. 9-2016)
Chart for other transcrpts

If you live in or your business was in:  


Mail or fax to:  

Internal Revenue Service  
RAVS Team  
P.O. Box 9041  
Mail Stop 6770  
Ogden, UT 84409  

855-288-1145

Chart for other transcrpts

If you live in or your business was in:  

Alaska, Bahamas, Alberta, Arizona, Arkansas, California, Colorado, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Mexico, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Virginia, West Virginia, Wisconsin, Wyoming.

Mail or fax to:  

Internal Revenue Service  
RAVS Team  
P.O. Box 45300  
Stop 2800 F  
Cincinnati, OH 45250  

855-800-8015

Chart for other transcrpts

If you live in or your business was in:  

Alabama, Kentucky, Louisiana, Mississippi, Tennessee, Texas, a foreign country, American Samoa, Puerto Rico, Guam, and the Commonwealth of the Northern Mariana Islands.

Mail or fax to:  

Internal Revenue Service  
RAVS Team  
P.O. Box 9041  
Mail Stop 6770  
Ogden, UT 84409  

855-288-1145

Chart for other transcrpts

If you live in or your business was in:  

Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Mexico, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Virginia, West Virginia.

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