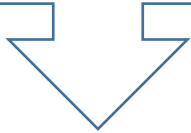


HOW TO REQUEST VERIFICATION OF NON-FILING IRS FORM 4506-T



Please carefully read the instructions on the back of the 4506-T form for detailed instructions.

Complete the following line items on IRS Form 4506-T:

1. Line 1a. Enter your first and last name
2. Line 1b. Enter your social security number
3. Line 3. Enter your current address
4. Line 7. Check the box to obtain a Verification of Nonfiling letter
5. Line 9. Enter 12/31/2017 or 12/31/2018 for the tax year
6. The signatory attestation box, above the signature line – You must check mark the box to acknowledge you have the authority to sign and request the information.
7. Sign and date the form under the “sign here” section

Mail completed form to the IRS at:

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

Once you receive your Verification of Nonfiling in the mail, make a copy to keep for your records and turn in a copy with your verification worksheet to the Financial Aid Office.