

Instructions for Completing the 4506-T to either:

- A. Request a Tax Return Transcript, or**
- B. Obtain a Verification of Nonfiling letter to prove you did not file a 2020 tax return**

Use BLACK or BLUE ink only and clearly print each answer.

Item 1a - enter your full name, even if you did not file a tax return.
 Item 1b – enter your social security number, even if you did not file a tax return
 Only complete boxes 2a and 2b if you are married and filed a joint return in 2020.
 Item 3 – enter your name and current mailing address. If you moved since filing a return, see Item 4.
 Item 4 – complete only if you filed a 2020 tax return and have since moved.
 Item 5 – **The IRS no longer mails the transcript information to anyone but the tax filer.**
 Item 6 – complete and check the box for 6a only IF you filed a federal income tax return for 2020.
 Item 7 – check box if you did NOT file a federal income tax return for the 2020 tax year.
 Sign, date and enter a phone number. If married, your spouse must also sign and date.

After completing the 4506-T Form you will need to fax it (1 page) to the IRS, mail it to the IRS or submit it to the Financial Aid Office at Lander and we will gladly fax it for you upon your request.

All South Carolina Residents	FAX: 855-821-0094
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AL, KY, LA, MS, TN, TX, A Foreign Country	IRS RAVS Team Stop 6719 AUSC Austin, TX 73301 FAX: 737-800-4762
American Samoa, Puerto Rico, Guam	
The Commonwealth of the Northern Marian Islands, U.S Virgin Islands, A.P.O or F.P.O	

AK, AZ, AR, CA, CO, HI, ID, IA, KS, MI, MN	IRS RAVS Team Stop 37106 Fresno, CA 93888 FAX: 559-456-7227
MT, NE, NV, NM, ND, OK, OR, SD, UT, WA, WI, WY	

CT, DE, District of Columbia, FL, GA, ME, MD, MA	IRS RAVIS Team Stop 6705 P-6 Kansas City, MO 64999 FAX: 855-821-0094
MS, NH, NJ, NY, NC, OH, PA, RI, SC , VT, VA, WV	