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 2018 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 2018.

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 2018 tax return and have since moved.

Item 5 – The Customer File Number represents a unique identifier for the tax filer in lieu of a SSN. Do not include any part of your SSN in this item. **Completion of this line is not required**.

Item 6 – complete and check the box for 6a only IF you filed a federal income tax return for 2018.

Item 7 – check box if you did NOT file a federal income tax return for the 2018 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

AL, KY, LA, MS, TN, TX, A Foreign Country	IRS RAIVS Team Stop 6716 AUSC Austin, TX 73301 FAX: 855-587-9604
American Samoa, Puerto Rico, Guam	
The Commonwealth of the Northern Marian Islands, U.S Virgin Islands, A.P.O or F.P.0	

AK, AZ, AR, CA, CO, HI, ID, IA, KS, MI, MN	IRS RAIVS Team Stop 37106 Fresno, CA 93888 FAX: 855-800-8105
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 S-2 Kansas City, MO 64999 FAX: 855-821-0094
MS, NH, NJ, NY, NC, OH, PA, RI, **SC**, VT, VA, WV	