VANGUARD UNIVERSITY

Financial Aid

Non-filing Letter by Mail Instructions

2018-2019

A Non-filing letter provides proof that the IRS has no record of a filed Form 1040, 1040A or 1040EZ for tax year 2016. IRS Form 4506-T is used to request verification of a student and/or their parent's non-filing tax status as requested by the Financial Aid Office to complete federal verification. Please fill out the form using the instructions below and submit to the IRS. If information is not required blank, leave it blank.

Instructions for Requesting a Verification of Non-filing Letter:

- Line 1a: Print **your name** as it appears on identification documents.
- Line 1b: Print **your social security number**.
- Line 3: Print your **name** and **current address**, including street address, city, state, and zip code.
- Line 7: **Check this box** to request a Verification of Non-filing letter.
- Line 9: Print **12/31/2016** to request a 2016 letter.
- **Check the Signatory Attests box** to confirm that you have the authority to sign the form 4506-T.
- **Sign your name**. Print **today's date**. Print your **phone number**.
- Mail the form to the correct address below based on your state of residence from the boxes below.
- When the document is returned to you from the IRS, write your student ID on it and submit to the Financial Aid Office. You will receive an email from Vanguard University that confirms when the verification process has been completed.

If you lived in or your business was in:	Mail or fax to:
Alabama, Alaska, Arizona, Arkansas, California, Colorado, Florida, Hawaii, Idaho, Iowa, Kansas, Louisiana, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Texas, Utah, Washington, Wyoming, a foreign country, American Samoa, Puerto Rico, Guam, the Commonwealth of the Northern Mariana Islands, the U.S. Virgin Islands, or A.P.O. or F.P.O. address	Internal Revenue Service RAIVS Team P.O. Box 9941 Mail Stop 6734 Ogden, UT 84409 855-298-1145
Connecticut, Delaware, District of Columbia, Georgia, Illinois, Indiana, Kentucky, Maine, Maryland, Massachusetts, Michigan, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, South Carolina, Tennessee, Vermont, Virginia, West Virginia, Wisconsin	Internal Revenue Service RAIVS Team P.O. Box 145500 Stop 2800 F Cincinnati, OH 45250 855-800-8015