



IRS VERIFICATION OF NONFILING ORDERING INSTRUCTIONS

2020-2021

Financial Aid Office
1000 Rim Drive
Durango, CO 81301-3999
Phone: 970-247-7142
Fax: 970-247-7108
Email: finaid_off@fortlewis.edu

We are required to collect the IRS Verification of Nonfiling for all independent students and/or their spouses who did not file a 2018 federal tax return. We are required to collect the IRS Verification of Nonfiling for parents and step-parents listed on the FAFSA and who did not file a 2018 tax return.

STEP 1: To obtain this verification, follow these steps:

1. Go to www.IRS.gov
2. Click on “Forms & Instructions”. Search for ‘Form 4506-T’
3. Click on “Form 4506-T, Request for Transcript of Tax Return”
4. Print off form and complete:
 - top section of form, line 1a, 1b, and 3
 - Check mark box on line 7 (Verification of Non-filing)
 - On line 9 enter 12/31/2018
 - Sign and submit to the IRS.

If you live in:	Mail or fax form 4506-T to:
Alabama, Kentucky, Louisiana, Mississippi, Tennessee, Texas, 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 Stop 6716 AUSC Austin, TX 73301 855-587-9604
Alaska, Arizona, Arkansas, California, Colorado, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Utah, Washington, Wisconsin, Wyoming	Internal Revenue Service RAIVS Team Stop 37106 Fresno, CA 93888 855-800-8105
Connecticut, Delaware, District of Columbia, Florida, Georgia, Maine, Maryland, Massachusetts, Missouri, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, South Carolina, Vermont, Virginia, West Virginia	Internal Revenue Service RAIVS Team Stop 6705 P-6 Kansas City, MO 64999 855-821-0094

STEP 2: Once you receive your confirmation, please provide a copy to the Financial Aid Office.

All documentation requested must be received and reviewed before your financial aid can be finalized and disbursed. If you have questions or need assistance, please contact the Financial Aid Office.