



CHOWAN UNIVERSITY

Dear Parent(s):

On your student's FAFSA, you indicated you did not file taxes for the previous tax year. Based on this, enclosed you will find a 4506-T for you to complete. This form will be sent to the IRS for Verification of Non-Filing.

Form 4506-T (September 2018) Department of the Treasury Internal Revenue Service		Request for Transcript of Tax Return ▶ Do not sign this form unless all applicable lines have been completed. ▶ Request may be rejected if the form is incomplete or illegible. ▶ For more information about Form 4506-T, visit www.irs.gov/form4506t .		OMB No. 1545-1872
<p>Tip. Use Form 4506-T to order a transcript or other return information free of charge. See the product list below. You can quickly request transcripts by using our automated self-help service tools. Please visit us at IRS.gov and click on "Get a Tax Transcript..." under "Tools" or call 1-800-908-9946. If you need a copy of your return, use Form 4506, Request for Copy of Tax Return. There is a fee to get a copy of your return.</p>				
1a Name shown on tax return. If a joint return, enter the name shown first.		1b First social security number on tax return, individual taxpayer identification number, or employer identification number (see instructions)		
2a If a joint return, enter spouse's name shown on tax return.		2b Second social security number or individual taxpayer identification number if joint tax return		
3 Current name, address (including apt., room, or suite no.), city, state, and ZIP code (see instructions)				
4 Previous address shown on the last return filed if different from line 3 (see instructions)				
5a If the transcript or tax information is to be mailed to a third party (such as a mortgage company), enter the third party's name, address, and telephone number.				
5b Customer file number (if applicable) (see instructions)				

Please complete the following boxes:

- 1a – Name shown on tax return.
 - 1b – Social Security Number for person on line 1a.
 - 3 – Current **name AND address** (This can be different from tax return if you have moved.)
 - 4 – **PREVIOUS** address shown on most recent tax return. **(if applicable)**
- ***If there is a second parent included on the FAFSA that **will not file** taxes, please complete a **separate** form for them.***

Signature of taxpayer(s). I declare that I am either the taxpayer whose name is shown on line 1a or 2a, or a person authorized to obtain the tax information requested. If the request applies to a joint return, at least one spouse must sign. If signed by a corporate officer, 1 percent or more shareholder, partner, managing member, guardian, tax matters partner, executor, receiver, administrator, trustee, or party other than the taxpayer, I certify that I have the authority to execute Form 4506-T on behalf of the taxpayer. Note: This form must be received by IRS within 120 days of the signature date.

<input checked="" type="checkbox"/>	Signatory attests that he/she has read the attestation clause and upon so reading declares that he/she has the authority to sign the Form 4506-T. See instructions.	Phone number of taxpayer on line 1a or 2a
Sign Here	Signature (see instructions)	Date
	Title (if line 1a above is a corporation, partnership, estate, or trust)	
	Spouse's signature	Date

For Privacy Act and Paperwork Reduction Act Notice, see page 2.

Cat. No. 37667N

Form 4506-T (Rev. 9-2018)

Once you have filled out the above areas, sign and date the bottom of the form. **Please note, the IRS will send you the completed document. It is your responsibility to send this document to CHOWAN UNIVERSITY FINANCIAL AID upon receipt.**

Return to our office: Chowan Financial Aid Office
 One University Place
 Murfreesboro, NC 27855
 Email: finaid@chowan.edu (password protected)

Thank you!
Financial Aid