



# CHOWAN UNIVERSITY

Dear Student:

On your 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.

<b>Form 4506-T</b> (September 2018) Department of the Treasury Internal Revenue Service		<b>Request for Transcript of Tax Return</b> ▶ 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 <a href="http://www.irs.gov/form4506t">www.irs.gov/form4506t</a> .		OMB No. 1545-1872
<p><b>Tip.</b> 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 <a href="http://IRS.gov">IRS.gov</a> and click on "Get a Tax Transcript..." under "Tools" or call 1-800-908-9946. If you need a copy of your return, use <b>Form 4506, Request for Copy of Tax Return</b>. 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)**

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.

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.

<b>Sign Here</b>	Signature (see instructions)	Date	Phone number of taxpayer on line 1a or 2a	
	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

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](mailto:finaid@chowan.edu) (password protected)

Thank you!  
Financial Aid

\*\*\*This form is for your verification of non-filing. If your parent also **did not** file, please use a separate form for them. Do not fill this form out to obtain your or your parent's tax transcript. Contact your local IRS office or online at [irs.gov](http://irs.gov) to request a copy if you filed for the tax year listed.