

INSTRUCTIONS FOR VERIFICATION OF NON-FILING STATUS:

1. COMPLETE THE HIGHLIGHTED PORTION OF FORM 4506-T
 - TOP OF THE FORM: COMPLETE #1-4 (Complete #5 if applicable).
 - MAKE SURE #7 "VERIFICATION OF NON-FILING" IS CHECKED
 - #9 SHOULD STATE "12/31/2023"
 - AT THE BOTTOM: SIGN, DATE, INSERT PHONE NUMBER OF YOU AND YOUR SPOUSE (IF APPLICABLE) AT THE BOTTOM OF THE FORM (HIGHLIGHTED IN YELLOW).

2. **MAIL PAGE 1 OF THE COMPLETED FORM TO:**

Internal Revenue Service
RAIVS Team
Stop 6705 S-2
Kansas City, MO 64999

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- OR FAX PAGE 1 OF THE COMPLETED FORM TO:**

855-821-0094
Internal Revenue Service
RAIVS Team

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3. If the 4506-T information is successfully validated, you can expect to receive a paper IRS Verification of Non-filing Letter **from the IRS** mailed to the address you provided on the form. You should receive your request within **5 to 10 days**.
4. When you receive the verification from the IRS, Log into your FACTS Financial Aid application and upload the document. If you are having trouble uploading the file, you may drop it off at the main office during office hours and we can scan and upload it for you.

If you need assistance or have questions about the form, you can call the IRS helpdesk at 1-800-908-9946.