



## 2019–2020 Confirmation of Non-Tax Filing Instructions for Students

INFORMATIONAL USE ONLY

Selected non-tax filers are required to provide confirmation of non-tax filing status from the Internal Revenue Service (IRS). This confirmation must be dated on or after October 1, 2018. A confirmation of non-tax filing status can be obtained from IRS.gov or by completing and submitting Form 4506-T to the IRS.

When filing the 2019-2020 Free Application for Federal Student Aid, you indicated that you will not file a 2017 federal tax return and were not required to file. The IRS filing requirements can be found at <https://www.irs.gov/pub/irs-pdf/p17.pdf>.

Please review the following instructions on how you can obtain confirmation of your non-tax filing status.

1. Obtain Form 4506-T from <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>
2. Complete:
  - ✓ Section 1 – Full name and social security number
  - ✓ Section 3 – Current name and address
  - ✓ Section 7 – Verification of non-filing
  - ✓ Section 9 – Year or period requested
    - Enter “12/31/2017” to request a confirmation of non-tax filing for the 2017 tax year
3. Signature of taxpayer(s)
  - ✓ Read the attestation clause as written in this section
  - ✓ Indicate that you have read the attestation clause
  - ✓ Sign and date the form
4. Submission to IRS
  - ✓ Mail Form 4506-T to your local IRS RAIVS Team. Review the following to determine the correct address.

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  
FAX: 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  
FAX: 855-800-8015

5. Receipt of Confirmation of Non-Tax Filing
  - ✓ May take 7-10 business days for you to receive confirmation via U.S. mail
  - ✓ Once confirmation letter has been received from the IRS, submit the confirmation letter received to Ohio State for review along with your *2019-2020 Student Non-Tax Filer Form*