

## How to Request a Statement of Non-Filing

Complete the attached 4506-T form that the Student Financial Services Office has started for you to request a statement of non-filing from the IRS. The statement will be faxed only to you – you will need to forward the form by fax or mail to Missouri Baptist once you receive it. The box indicating you are requesting Verification of Non-filing is marked and the end date of the year we are requesting is filled in.

- 1) You will need to complete questions 1-4 of the form. Most individuals who submit a request for a Verification of Non-filing are single and do not need to list a spouse or their Social Security Number. If you are married and you did not file, please fill out both sections.

<b>1a</b> Name shown on tax return. If a joint return, enter the name shown first.	<b>1b</b> First social security number on tax return, individual taxpayer identification number, or employer identification number (see instructions)
<b>2a</b> If a joint return, enter spouse's name shown on tax return.	<b>2b</b> Second social security number or individual taxpayer identification number if joint tax return
<b>3</b> Current name, address (including apt., room, or suite no.), city, state, and ZIP code (see instructions)	
<b>4</b> Previous address shown on the last return filed if different from line 3 (see instructions)	

**2) Because personally identifiable information will be masked, please use your Missouri Baptist student ID # on Line 5 or it may be difficult to match the transcript to you.**

- 3) Checkmark the box indicating that you have read the attestation clause declaring that you have the authority to sign the 4506-T form. You will also need to sign and date at the bottom.

<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
<b>Sign Here</b> ▶ Signature (see instructions)	Date
▶ Title (if line 1a above is a corporation, partnership, estate, or trust)	
▶ Spouse's signature	Date

- 4) The completed form will need to be faxed or mailed to your designated state office. The address and fax number for your designated state is listed on the second page of the 4506-T form. Please let us know if you need assistance with this.