

Federal regulations require certain individuals who have not filed and, under IRS or other relevant tax authority rules (*e.g., the Republic of the Marshall Islands, the Republic of Palau, the Federated States of Micronesia, a U.S. territory or commonwealth, or a foreign government*), are not required to file a 2018 income tax return to submit proof of this non-filing status.

If you have been asked to provide verification of non-filing and are a U.S. Citizen, follow the instructions listed below:

- 1) A separate **“Verification of Non-Filing Letter”** is required for each individual for whom a Non-Filing letter is requested (*independent student and/or spouse, or parent(s) of a dependent student*).
- 2) Request the letter(s) by one of the following methods:
 - ⇒ If the non-filer has his/her personal account number from a credit card, mortgage, home equity loan, home equity line of credit or car loan, it may be possible to use the much faster “Get Transcript Online” option at <https://www.irs.gov/individuals/get-transcript>
 - ⇒ Any non-filer who doesn’t have a personal credit account OR is unable to create an account with the IRS must complete IRS Form 4506-T and fax or mail it to the IRS. Allow 5 – 10 business days for your request to be processed.

Non-U.S. Citizens, should contact the relevant tax authority to obtain confirmation of non-filing.

After you receive the verification of non-filing document:

- 3) Write the student’s name and WCC ID on the official document.
- 4) The document must be signed and dated by the individual non-filer.
- 5) Retain a copy of the non-filing document for your records.
- 6) Submit the original verification of non-filing document and copies of all 2018 IRS W-2 forms issued to the non-tax filer to:

Wayne Community College
Attn: Financial Aid Office
PO Box 8002
Goldsboro, NC 27533-8002