

New federal regulations require certain non-tax filers to submit proof that they did not file an IRS Tax Return for 2016. If you have been asked to provide verification of non-filing, follow the instructions listed below:

- 1) Request a separate **“Verification of Non-Filing Letter”** to match each Non-Filing letter requested (*for student, parent, and/or spouse*).
- 2) Request the letter(s) by one of the following methods:
  - a. If the non-filer has his/her own credit card account, auto loan, mortgage, home equity loan, or line of credit, it may be possible to use the much faster “Get Transcript Online” option at <https://www.irs.gov/individuals/get-transcript>
  - b. Any non-filer who doesn’t have his/her own credit account OR is unable to create an account with the IRS must complete the attached form and fax or mail it to the IRS. Allow 5 – 10 business days for your request to be processed.  
*(NOTE: If you are not able to use option a, you must use [IRS Form 4506-T](#) to request the letter because IRS systems will not process these requests through any other method including the 800 number or the online “Get Transcript by Mail” option.)*

**After you receive the verification of non-filing letter from the IRS:**

- 3) Write the student’s name and WCC ID # on the IRS letter.
- 4) The letter must be signed and dated by the individual non-filer.
- 5) Keep a copy of the letter for your records.
- 6) Submit the original non-filing letter to:

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