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ksu.edu/sfa/upload

Deliver in person:
119 Anderson Hall | 919 Mid-Campus Drive North
Manhattan, Kansas 66506-0107

Student's Name (Last, First, MI)

Wildcat Identification Number

Student's K-State Email Address

Student's Phone Number

You indicated on your Free Application for Federal Student Aid that your parent(s)/step-parent did not file a 2023 federal tax return. Federal regulations require our office to verify this information.

By completing this form, your parent(s)/step-parent certifies that they did not file and are not required to file a 2023 federal tax return.

Indicate the scenario applicable to your parent(s)/step-parent and provide the requested documents.

- ☐ My parent/step-parent was not employed and did not have any income earned from work in 2023.
 - Submit a 2023 IRS Verification of Non-Filing Letter*
- ☐ My parent/step-parent was employed during 2023 but did not file a federal tax return.
 - Submit a 2023 IRS Verification of Non-Filing Letter*
 - List below the names of all employers and the amount earned from each employer during 2023
 - Submit copies of all 2023 W-2s, unless the employer did not issue a W-2 (e.g. babysitting, lawn mowing)
If you no longer have copies of your W-2s, request from the IRS your 2023 Wage and Income Transcript*

Note: If your parent(s) earned over \$13,850 during 2023, they may be required to file taxes.

Parent 1's Employers	2023 Amount Earned	My W-2 is included
(Example) Home Depot	\$5,735.89	<input checked="" type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
Parent 2's Employers	2023 Amount Earned	My W-2 is included
(Example) Best Buy	\$6,445.12	<input checked="" type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

If your parent(s)/step-parent filed a 2023 federal tax return, you must **either**:

- Correct your 2025-2026 FAFSA and utilize the IRS Data Retrieval Tool (DRT);
- **or**
- Request your 2023 Tax Return Transcript* from the IRS.

More information available: <https://www.k-state.edu/sfa/manage/verification/irstrt.html>

* The IRS *Verification of Non-Filing Letter*, the *Wage and Income Transcript*, and the *Tax Return Transcript* may be requested:

- Online at www.irs.gov/individuals/get-transcript
 - By mail by submitting IRS Form 4506-T, which can be found at ksu.edu/sfa/manage/forms/f4506t.pdf
- More information available: <https://www.k-state.edu/sfa/manage/verification/non-filing.html>

Important: Write the student's name and Wildcat ID on each document so your information will be associated with your file.

Certification Statement

By signing this form, I certify that all of the information reported is complete and accurate.

Signature of Parent 1 if they did not
file a tax return (required)

Date

Signature of Parent 2 if they did not
file a tax return (required)

Date