

**Submit securely online:**  
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 2018 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 2018 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 2018.
  - Submit a 2018 IRS Verification of Non-Filing Letter\*
- My parent/step-parent was employed during 2018 but did not file a federal tax return.
  - Submit a 2018 IRS Verification of Non-Filing Letter\*
  - List below the names of all employers and the amount earned from each employer during 2018
  - Submit copies of all 2018 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 2018 Wage and Income Transcript\*

**Note: If your parent(s) earned over \$12,000 during 2018, they may be required to file taxes.**

Parent 1's Employers	2018 Amount Earned	My W-2 is included
<i>(Example) Home Depot</i>	\$5,735.89	<input checked="" type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
Parent 2's Employers	2018 Amount Earned	My W-2 is included
<i>(Example) Best Buy</i>	\$6,445.12	<input checked="" type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

If your parent(s)/step-parent filed a 2018 federal tax return, you must **either**:

- Correct your 2020-2021FAFSA and utilize the IRS Data Retrieval Tool (DRT);
- or**
- Request your 2018 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](http://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](http://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

**Digital signatures are not accepted.**

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

**Digital signatures are not accepted.**