

**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 (the student) have indicated that your spouse did not file a 2019 federal tax return. Federal regulations require our office to verify this information. Please complete the below form as it pertains to your spouse.

**By completing this form, you certify that you did not file and are not required to file a 2019 federal tax return.**

Indicate the scenario applicable to your spouse and provide the requested documents.

- My spouse was not employed and did not have any income earned from work in 2019.
  - Submit your spouse's 2019 IRS Verification of Non-Filing Letter\*
- My spouse was employed during 2019 but did not file a federal tax return.
  - Submit your spouse's 2019 IRS Verification of Non-Filing Letter\*
  - List below the names of all your spouse's employers and the amount earned from each employer during 2019
  - Submit copies of all 2019 W-2s, unless the employer did not issue a W-2 (e.g. babysitting, lawn mowing)
  - If your spouse no longer has copies of the W-2s, request from the IRS the 2019 Wage and Income Transcript\*

**Note: If your spouse earned over \$12,200 during 2019 he/she may be required to file taxes.**

Spouse's Employers	2019 Amount Earned	My W-2 is included
<i>(Example) Manhattan Public Libraries</i>	\$3,415.72	<input checked="" type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

If your spouse filed a 2019 federal tax return, you must request your spouse's 2019 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 the top of each document.

**Certification Statement**

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

Signature of Spouse (required) \_\_\_\_\_ Date \_\_\_\_\_  
**Digital signatures are not accepted.**

Printed Name of Spouse \_\_\_\_\_ Spouse's Wildcat ID \_\_\_\_\_  
 if student