KANSAS STATE UNIVERSITY

Office of Student Financial Assistance

2024-2025
Student Nontax Filer Form

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 you did not file a 2022 federal tax return. Federal regulations require our office to verify this information.

By completing this form, you certify that you did not file and are not required to file a 2022 federal tax return.
Indicate the scenario applicable to you and provide the requested documents.

☐ I was not employed and did not have any income earned from work in 2022.

☐ I was employed during 2022 but did not file a federal tax return.
- List below the names of all employers and the amount earned from each employer during 2022
- Submit copies of all 2022 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 2022 Wage and Income Transcript

Note: If you earned over $12,950 during 2022, you may be required to file taxes.

Student's Employers	2022 Amount Earned	My W-2 is included
(Example) K-State Recreational Services	*$2,215.38*	☒
		☐
		☐
		☐

If you filed a 2022 federal tax return, you must **either**:
- Correct your 2024-2025 FAFSA and utilize the IRS Data Retrieval Tool (DRT);
or
- Request your 2022 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 your name and Wildcat ID on the top of 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 Student (required)   Date
Digital signatures are not accepted.