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 2022 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 2022 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 2022.
- Submit your spouse's 2022 IRS Verification of Non-Filing Letter*

☐ My spouse was employed during 2022 but did not file a federal tax return.
- Submit your spouse's 2022 IRS Verification of Non-Filing Letter*
- List below the names of all your spouse's 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 your spouse no longer has copies of the W-2s, request from the IRS the 2022 Wage and Income Transcript*

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

Spouse's Employers	2022 Amount Earned	My W-2 is included
(Example) Manhattan Public Libraries	*$3,415.72*	☒
		☐
		☐
		☐

If your spouse filed a 2022 federal tax return, you must request your spouse's 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 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