

# KANSAS STATE UNIVERSITY

2016-2017 Student Income Verification Form

Please complete and submit this form to:

Office of Student Financial Assistance

104 Fairchild Hall | 1601 Vattier Street

Manhattan, KS 66506-1104

Office 785-532-6420 | Toll free 877-817-2287 | Fax 785-532-7628

Website [ksu.edu/sfa](http://ksu.edu/sfa) | Email [finaid@ksu.edu](mailto:finaid@ksu.edu)

Student's Name (Last, First, MI)

Wildcat Identification Number

Student's K-State Email Address

Student's Phone Number

As part of the federal verification process, the student income and tax information that was provided on your Free Application for Federal Student Aid (FAFSA) must be reviewed. Please determine which one of the scenarios listed on this form is applicable to you and/or your spouse (if applicable).

For all scenarios that require you and/or your spouse (if applicable) to provide additional documentation, such as a 2015 IRS tax return transcript, please include your name and Wildcat Identification Number on each supporting document.

- I and/or my spouse (if applicable) will not file, and am/are not required to file a 2015 IRS Income Tax Return.
    - Complete and submit the **2016-2017 Student/Spouse Non-Tax Filer Information Form** at [ksu.edu/sfa/forms/nontaxs1.pdf](http://ksu.edu/sfa/forms/nontaxs1.pdf)
  - I am married, but my spouse and I filed separate 2015 IRS Income Tax Returns.
    - Submit two **2015 IRS Tax Return Transcripts** (one for you and one for your spouse listed on your FAFSA).
  - My marital status on the FAFSA is different than my marital status on December 31, 2015.
    - I got *married* after December 31, 2015:
      - Submit your **2015 IRS Tax Return Transcript** or **2016-2017 Student/Spouse Non-Tax Filer Information Form** AND
      - Submit your spouse's **2015 IRS Tax Return Transcript** or **2016-2017 Student/Spouse Non-Tax Filer Information Form**.
    - I got *separated, divorced, or was widowed* after December 31, 2015, AND you filed a joint 2015 IRS Income Tax Return:
      - Submit your **2015 IRS Tax Return Transcript** and all **W-2s**, and other supporting documents, which could include Schedule C, Schedule F, 1099s, K-1s, etc.
    - I got *separated, divorced or was widowed* after December 31, 2015, AND you did NOT file a joint 2015 tax return:
      - Submit your **2015 IRS Tax Return Transcript**.
- Note:** If your marital status change does not fit one of the above scenarios, please contact our office for assistance.
- I and/or my spouse (if applicable) filed a 2015 IRS Income Tax Return, but then amended that tax return.
    - Submit your **2015 IRS Tax Return Transcript**
    - Submit a **signed copy of your 2015 amended IRS income tax return** (1040X)
  - I and/or my spouse (if applicable) am/are a victim of IRS tax-related identity theft.
    - Submit your **2015 Tax Return DataBase View (TRDBV) transcript obtained by the IRS** AND
    - Submit a **signed and dated statement indicating that you are a victim of IRS tax-related identity theft and that the IRS has been made aware of the tax-related identity theft**. Note: You may inform the IRS of the tax-related identity theft and obtain a TRDBV transcript by calling the IRS's Identity Protection Specialized Unit (IPSU) at 1-800-908-4490.
  - I and/or my spouse (if applicable) filed a 2015 Foreign Tax Return or a 2015 Puerto Rican Tax Return.
    - Submit a **signed and translated copy of your and your spouse's (if applicable) 2015 Foreign Tax Return OR 2015 Puerto Rican Tax Return**.
  - None of the above scenarios apply.

**The verification process will not continue until you have completed one of the following.**

    - I have utilized or plan to utilize the **IRS Data Retrieval Tool (IRS DRT)** on this date: \_\_\_\_\_ . I have submitted or plan to submit my FAFSA again.
    - Submit a copy of your **2015 Tax Return Transcript(s)** that you received from the IRS.

For more information about the federal verification process, visit [ksu.edu/sfa/policies/verification.html](http://ksu.edu/sfa/policies/verification.html)