

Please complete and submit this form to:

Office of Student Financial Assistance

104 Fairchild Hall

Manhattan, KS 66506-1104

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

Website ksu.edu/sfa | Email 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 parental income and tax information that was provided on your Free Application for Federal Student Aid (FAFSA) must be reviewed. Please consult with your parent(s) to determine which one of the scenarios listed on this form is applicable to them.

For all scenarios that require your parent to provide additional documentation, such as a 2014 IRS Income Tax Return Transcript, please include your name (the student's) and Wildcat Identification Number on the top, right corner of each supporting document so your parent's/step-parent's information is associated with your verification file.

- My parent(s) is/are not required to file a 2014 IRS Income Tax Return.
 - Complete and submit the **2015-2016 Parent Non-Tax Filer Information Form** at ksu.edu/sfa/forms/nontaxp.pdf
- My parents (listed on my FAFSA) are currently married, but filed separate 2014 IRS Income Tax Returns OR My parents (listed on my FAFSA) are unmarried but living together, and filed separate 2014 IRS Income Tax Returns.
 - Submit two **2014 IRS Tax Return Transcripts** (one for each parent listed on your FAFSA).
- My parents' marital status on my FAFSA is different than their marital status on December 31, 2014.
 - My parent(s) got *married* or *remarried* after December 31, 2014:
 - Submit a **2014 IRS Tax Return Transcript** for each parent/step-parent listed on your FAFSA.
 - My parent(s) got *separated*, *divorced*, or was *widowed* after December 31, 2014, AND your parent(s) filed a joint 2014 IRS Income Tax Return:
 - Submit a **2014 IRS Tax Return Transcript** and all **W-2s**, and other supporting documents, which could include Schedule C, Schedule F, 1099s, K-1s, etc. for your parent listed on your FAFSA.
 - My parent(s) got *separated*, *divorced* or was *widowed* after December 31, 2014, AND did NOT file a joint 2014 IRS Income Tax Return:
 - Submit a **2014 IRS Tax Return Transcript** for your parent listed on your FAFSA.
- Note:** If the marital status change of your parent(s) does not match one of the above scenarios, please contact our office for assistance.
- My parent(s) filed a 2014 IRS Income Tax Return, but then submitted an amended IRS income tax return (1040X).
 - Submit a **signed copy of the original 2014 IRS income tax return** (1040, 1040A, or 1040EZ).
 - Submit a **signed copy of the 2014 amended IRS income tax return** (1040X).
- My parent(s) filed a 2014 Foreign Tax Return or a 2014 Puerto Rican Tax Return.
 - Submit a **signed copy of the 2014 Foreign Tax Return OR 2014 Puerto Rican Tax Return**.
- None of the above scenarios apply to my parent(s).

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

 - My parent(s), listed on my FAFSA, 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 the **2014 Tax Return Transcript(s)** that your parent(s) received from the IRS.

Instructions to utilize the IRS DRT are found at ksu.edu/sfa/forms/irsdrpt.pdf

If you are unable to utilize the IRS DRT, you must submit a 2014 IRS Tax Return Transcript.

Instructions to request a 2014 IRS Tax Return Transcript are found at ksu.edu/sfa/forms/irstrt.pdf

For more information about the federal verification process, visit ksu.edu/sfa/policies/verification.html