

2025-2026 Verification of 2023 Income Information for Student Non-tax Filers

Student's Name _____ Student's ID Number _____

The instructions and certifications below apply to the student and spouse (if the student is married). Complete this section if the student and spouse will not file and are not required to file a 2023 income tax return with the IRS.

By completing this document, I certify that I have not filed and am not required to file a 2023 income tax return with the IRS (or other relevant tax authority of a U.S. territory, or a foreign government), and I have listed all income earned from work, other income, and resources for the 2023 tax year.

Also check any box that applies below:

- The student was not employed and had no income earned from work in 2023.
- The student was employed in 2023 and has listed below the names of all employers, the amount earned from each employer in 2023, and whether an IRS W-2 form or an equivalent document is provided. **Provide copies of all 2023 IRS W-2 forms issued to you.** List every employer even if the employer did not issue an IRS W-2 form. If you're unable to provide copies of all 2023 IRS W-2 forms, you'll need to provide an IRS 2023 wage and income transcript available at www.irs.gov/Individuals/Get-Transcript
- The spouse was not employed and had no income earned from work in 2023.
- The spouse was employed in 2023 and has listed below the names of all employers, the amount earned from each employer in 2023, and whether an IRS W-2 form or an equivalent document is provided. **Provide copies of all 2023 IRS W-2 forms issued to the spouse.** List every employer even if the employer did not issue an IRS W-2 form. If you're unable to provide copies of all 2023 IRS W-2 forms, you'll need to provide an IRS 2023 wage and income transcript available at www.irs.gov/Individuals/Get-Transcript

If more space is needed, provide a separate page with your name and ID number at the top.

List Student or Spouse's Name	Employer's Name	Annual Amount Earned in 2023	Check if self-employed income i.e. babysitting, mowing, etc.
<i>(Example) John Smith</i>	<i>(Example) ABC's Auto Body Shop</i>	<i>\$4,500.00</i>	<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
Total Amount of Income Earned From Work		\$	

- My spouse and/or I had other income and resources that supported us for the 2023 tax year. [List each source of income in the table below. If more space is needed, provide a separate page with your name and ID number at the top.]

Source of Income	Annual Amount in 2023
<i>(Example) Rental property</i>	<i>\$4,500.00</i>
Total Amount of Income	
\$	

Certification and Signature

Each person signing below certifies that all of the verification documents submitted with this certification are complete and correct. The student and one parent whose information was reported on the FAFSA must sign and date.

Signatures must be handwritten. Electronic signatures are not acceptable.

WARNING: If you purposely give false or misleading information, you may be fined, sent to prison, or both.

Student's Signature (Required)

Date

Spouse's Signature (Required if spouse is non-tax filer)

Date

Parent's Signature (Required for dependent students)

Date

Completed documents may be submitted by fax, postal mail, or in person.

Fax: 641-683-5741

Mail: Indian Hills Community College, Financial Aid Office, 525 Grandview Ave, Ottumwa IA 52501

In-person drop-off: Bennett Student Services Building on Ottumwa Campus or Administration Building on Centerville Campus

Check the status of your form submissions, complete checklist items, and view your financial aid offer (once available) by logging in to your WIN account Dashboard.

If you're unable to provide your 2023 Form W-2

The quickest way to obtain a copy of your current year Form W-2 is through your employer. If you can't get your Form W-2 from your employer, you can get a wage and income transcript online by using the Get Transcript Online service at <https://www.irs.gov/individuals/get-transcript>. You can also use [Form 4506-T, Request for Transcript of Tax Return](#). Check the box for Form W-2, specify which tax year(s) you need. Mail or fax Form 4506-T to the address based on the *Where to File Addresses* chart. Allow 10 business days from the IRS received date to receive the transcript.

Table 1. 2023 Filing Requirements Chart for Most Taxpayers

IF your filing status is...	AND at the end of 2023 you were...	THEN file a return if your gross income was at least...
single	under 65	\$13,850
	65 or older	\$15,700
head of household	under 65	\$20,800
	65 or older	\$22,650
married filing jointly**	under 65 (both spouses)	\$27,700
	65 or older (one spouse)	\$29,200
	65 or older (both spouses)	\$30,700
married filing separately	any age	\$5
qualifying surviving spouse	under 65	\$27,700
	65 or older	\$29,200
* If you were born before January 2, 1959, you're considered to be 65 or older at the end of 2023. (If your spouse died in 2023, see Death of spouse, later . If you're preparing a return for someone who died in 2023, see Death of taxpayer, later .)		
** Gross income means all income you receive in the form of money, goods, property, and services that isn't exempt from tax, including any income from sources outside the United States or from the sale of your main home (even if you can exclude part or all of it). Don't include any social security benefits unless (a) you're married filing a separate return and you lived with your spouse at any time during 2023, or (b) one-half of your social security benefits plus your other gross income and any tax-exempt interest is more than \$25,000 (\$32,000 if married filing jointly). If (a) or (b) applies, see the Form 1040 and 1040-SR instructions to figure the taxable part of social security benefits you must include in gross income. Gross income includes gains, but not losses, reported on Form 8949 or Schedule D. Gross income from a business means, for example, the amount on Schedule C, line 7; or Schedule F, line 9. But in figuring gross income, don't reduce your income by any losses, including any loss on Schedule C, line 7; or Schedule F, line 9.		
*** If you didn't live with your spouse at the end of 2023 (or on the date your spouse died) and your gross income was at least \$5, you must file a return regardless of your age.		