

Office of Financial Aid

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2023 INCOME INFORMATION FOR SPOUSE NON-TAX FILERS

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

Part I

Check which one applies:

_____ The spouse was not employed and had no income earned from work in 2023.

_____ The spouse was employed in 2023 and have 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 by his/her employers. List every employer even if the employer did not issue an IRS W-2 form.

Employer's Name	2023 Amount Earned	IRS W-2 provided?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00</i>	<i>Yes</i>

Part II (Complete if employed in 2023)

Provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2024 that indicates a 2023 IRS income tax return was not filed with the IRS or other relevant tax authority or a signed statement certifying that the spouse attempted to obtain confirmation of non-filing from the IRS and was unable to obtain the required documentation..

Go to **IRS.gov** and Click on " Get Your Tax Record", Click "Get Transcript by Mail or Online". You are automatically taken to the place to complete your information. Click "Continue" and then Click on "Return Transcript".

_____ Check here if confirmation of non-filing or a signed statement is provided.

_____ Check here if confirmation of non-filing or a signed statement will be provided later.

Part II (Certification of 2023 Filing Status)

I, the student's spouse, certify that I will not file and are not required to file a 2023 U.S. Income Tax Return. By signing this form, I certify that all the information reported on it is complete and correct.

Printed Name: _____

Date: _____

Signature: _____

(black or blue ink)

State law requires that you be informed of the following: (1) with few exceptions, you are entitled on request to be informed about the information the University collects about you by use of this form; (2) under sections 552.021 and 552.023 of the Government Code, you are entitled to receive and review the information; and (3) under section 559.004 of the Government Code, you are entitled to have the University correct information about you that is incorrect.