2024–2025 Verification Worksheet

Dependent Student

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| Your 2024–2025 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. **The law says that before awarding Federal Student Aid, we may ask you to confirm the information you and your parents reported on your FAFSA**. To verify that you provided correct information Kishwaukee College compares your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information will be corrected. You and at least one parent whose information is used on the FAFSA must complete and sign this worksheet, attach any required documents, and submit the signed Verification Form and other required documents to Kishwaukee College. **It is possible that additional information could be requested.** |

1. **Student’s Information**

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|  |  | | |  |  | |
| Last Name | First Name | | | M.I. | Kish ID | |
|  | | | | | |  |
| Street Address (include apt no.) | | | | | | Date of Birth |
|  | |  |  | |  | |
| City | | State | ZIP Code | | Phone Number | |

1. **Dependent Student’s Family Information**

* List below the people in your parent(s)’ household. Include:
* **Yourself**
* **Your parent(s),** even **if you don’t live with your parent(s).**

If parents are married and living in the same household, list both parents.

If parents are separated/divorced, list the parent that’s on your FAFSA (and stepparent if remarried)

If parents are unmarried and living together in the same household, list both parents.

* Your parent(s)’ other children if your parent(s) will provide more than half of their support from July 1, 2023, through June 30, 2024, or if the other children would be required to provide parental information if they were completing a FAFSA for 2024–2025. Include children who meet either of these standards, even if they do not live with your parent(s).
* Other people if they now live with your parent(s) and your parent(s) provide more than half of their support and will continue to provide more than half of their support through June 30, 2024.

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| Full Name | Age | Relationship |
| *Missy Jones (example)* | *18* | *Sister* |
|  |  | *Self* |
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1. Complete this section if the parents filed or will file a 2022 IRS income tax return(s). As part of federal student aid eligibility, parents will be required to consent and approve sharing and importing income and tax information from the IRS to the FAFSA form, even if the attempt to obtain or use such data is ineffective. In other words, if the parents filed separate 2022 IRS income tax returns, both must provide consent and approval to share and import income and tax information from the IRS. In most cases, no further documentation is needed to verify 2022 income information that was transferred into the student’s FAFSA using income and tax information directly from the IRS.

If 2022 income tax return information for the parents was not available or could not be used, the parents should provide the institution with a **2022 IRS Tax Return Transcript(s) or a signed copy of the 2022 income tax return and applicable schedules.**

**A 2022 IRS Tax Return Transcript may be obtained through:**

* Get Transcript by Mail – Go to www.irs.gov, click "Get Your Tax Record.” Click “Get Transcript by Mail.” Make sure to request the “Return Transcript” and NOT the “Account Transcript.” The transcript is generally received within 10 business days from the IRS’s receipt of the online request.
* Get Transcript Online – Go to www.irs.gov, click "Get Your Tax Record." Click “Get Transcript Online.” Make sure to request the “Return Transcript” and NOT the “Account Transcript.” To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user’s name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS’s two-step authentication.
* Automated Telephone Request – 1-800-908-9946. Transcript is generally received within 10 business days from the IRS’s receipt of the telephone request.
* Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS’s receipt of the paper request form.

**Individuals Granted a Filing Extension by the IRS**

An individual who is required to file a 2022 IRS income tax return and has been granted a filing extension by the IRS beyond the automatic six-month extension for tax year 2022, must provide:

* A signed statement listing the sources of any 2022 income and the amount of income from each source;
* A copy of the IRS's approval of an extension beyond the automatic six-month extension for tax year 2022;
* A copy of IRS Form W–2 for each source of employment income received or an equivalent document for tax year 2022; and
* If self-employed, a signed statement certifying the amount of the individual’s Adjusted Gross income and the U.S. income tax paid for tax year 2022.

**Individuals Who Filed an Amended IRS Income Tax Return**

An individual who filed an amended IRS income tax return for tax year 2022 must provide:

a signed copy of the 2022 IRS Form 1040X, “Amended U.S. Individual Income Tax Return,” that was filed with the IRS or documentation from the IRS that include the change(s) made by the IRS, in addition to one of the following:

* Updated income and tax information from the IRS on an ISIR record with all tax information from the original tax return;
* A 2022 IRS Tax Return Transcript (that will only include information from the original tax return and does not have to be signed), or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified; or
* A signed copy of the 2022 IRS Form 1040 and the applicable schedules that were filed with the IRS.

**Individuals Who Were Victims of IRS Tax-Related Identity Theft**

An individual who was the victim of IRS tax-related identity theft must provide:

* A Tax Return DataBase View (TRDBV) transcript obtained from the IRS or, if unable to obtain a TRDBV, an equivalent document provided by the IRS or a copy of the signed 2022 income tax return and applicable schedules the individual filed with the IRS; and
* A statement signed and dated by the tax filer indicating that he or she was a victim of IRS tax related identity theft, and that the IRS is aware of the tax-related identity theft.

**Individuals Who Filed Non-IRS Income Tax Returns**

* A tax filer who filed an income tax return with a tax authority other than the IRS may provide a signed copy of his or her income tax return that was filed with the relevant tax authority. However, if we question the accuracy of the information on the signed copy of the income tax return, the tax filer must provide us with a copy of the tax account information issued by the relevant tax authority before verification can be completed.

**Certification and Signatures**

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

Each person signing below certifies that all of the information reported is complete and correct. The student and one parent whose information was reported on the ASA must sign and date.

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| **Student Signature** | **Date** |
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| **Parent Signature** | **Date** |

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