2025–2026 Verification Worksheet

Dependent Student

|  |
| --- |
| Your 2025–2026 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 Information**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | | |  |  | |
| 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**

Family size includes the following:

* The student.
* The student’s parents (or stepparent, if applicable), even if the student is not living with them. Exclude a parent who has died or is not living in the household because of separation or divorce. Include a parent who is on active duty in the U.S. Armed Forces apart from the family.
* The student’s siblings if all of the following are true:
  + They live with the students’ parents (or live apart because of college enrollment).
  + They receive more than half of their support from the students’ parents; and
  + They will continue to receive more than half their support from the students’ parents during the award year.
* Other persons if the following are true:
  + They live with the student’s parents.
  + They receive more than half of their support from the students’ parents; and
  + They will continue to receive more than half their support from the students’ parents during the award year.

The provided criteria for “dependent children” or “other persons” mirror the requirement that family size align with those the parent could claim as a dependent on a U.S. tax return if the parent were to file a U.S tax return at the time of completing the 2025-2026 FAFSA. As a result, the parent should not include any unborn children in the family size.

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

|  |  |  |
| --- | --- | --- |
| Full Name | Age | Relationship |
| *Missy Jones (example)* | *18* | *Sister* |
|  |  | *Self* |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. **Dependent Student Income Verification**

**Instructions:** Complete this section if the parents filed or will file a 2023 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 2023 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 2023 income information that was transferred into the student’s FAFSA using income and tax information directly from the IRS via the FA-DDX.

If 2023 income tax return information for the parents was not transferred via the FA-DDX and considered verified, the parents should provide the institution with a **2023 IRS Tax Return Transcript(s) or a signed copy of the 2023 income tax return and applicable schedules**.

A **2023 IRS Tax Return Transcript** may be obtained through:

* Get Transcript by Mail – Go to [www.irs.gov](http://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](http://www.irs.gov/), click "Get Your Tax Record." Click “Get Transcript Online.” Make sure to request the “Return Transcript” and ***NOT*** the “Account Transcript.” Follow the instructions to create an ID.me account if you do not already have one. If you need help creating an ID.me account or verifying your identity, visit the [ID.me IRS Help Site](https://help.id.me/hc/en-us/articles/8214940302999-Internal-Revenue-Service-and-ID-me).
* 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 2023 IRS income tax return and has been granted a filing extension by the IRS beyond the automatic six-month extension for tax year 2023 must provide:

* A signed statement listing the sources of any 2023 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 2023;
* A copy of IRS Form W–2 for each source of employment income received or an equivalent document for tax year 2023; and
* If self-employed, a signed statement certifying the amount of the individual’s adjusted gross income (AGI) and the U.S. income tax paid for tax year 2023.

## Individuals Who Filed an Amended IRS Income Tax Return

An individual who filed an amended IRS income tax return for tax year 2023 must provide a signed copy of the 2023 IRS Form 1040X, “Amended U.S. Individual Income Tax Return,” that was filed with the IRS or documentation from the IRS that includes the change(s) made by the IRS, in addition to one of the following:

* Income and tax information from the IRS on an ISIR record with all tax information from the original tax return;
* A **2023 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 2023 IRS Form 1040 and the applicable schedules that were filed with the IRS.

**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 the information reported is complete and correct. The student and one parent whose information was reported on the ASA must sign and date.

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