2023–2024 Verification Worksheet

Dependent Student

FORM #2

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| Your 2023–2024 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 step-parent if remarried)

If parents are unmarried and living together in 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 2023–2024. 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.
  + Include the name of the college for any household member, excluding your parents, who will be enrolled, at least half time in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2023, and June 30, 2024. *If more space is needed, attach a separate page with the student’s name and Kish ID at the top.*

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| --- | --- | --- | --- | --- |
| Full Name | Age | Relationship | College | Will be Enrolled at Least Half Time |
| *Missy Jones (example)* | *18* | *Sister* | *Central University* | *Yes* |
|  |  | *Self* | *Kishwaukee College* | *Yes* |
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1. **Parent’s Income Information to Be Verified** - ***Note***: If two parents (step-parent) were reported in Section B of this worksheet, the instructions and certifications below refer and apply to both parents.

**YES: PARENT(S) HAVE OR WILL FILE A TAX RETURN (1040 FORM) FOR 2021**

***Instructions:*** Complete this section **ONLY** if the student’s parent(s) filed or will file a 2021 income tax return with the IRS.

*Check the box that applies:*

**YES:** I/We, the student’s parent(s), have used the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2021 IRS income information into the student’s FAFSA.

**NO:** I/We, the student’s parent(s), have **NOT** used the IRS Data Retrieval Tool. I/We, the parent(s), will submit a **2021 Federal IRS Tax Return Transcript or 2021Signed 1040**. ***NO FINANCIAL AID CAN BE AWARDED UNTIL THE IRS TAX RETURN TRANSCRIPT(S) HAS BEEN SUBMITTED TO THE SCHOOL.***

The best way to verify income is by using the IRS Data Retrieval Tool that is part of the [FAFSA](https://studentaid.ed.gov/sa/fafsa) application. Step-by-step instructions on how to use this tool can be found [here](https://kish.edu/get-started/paying/financial-aid/_pdfs/2021%20IRS%20Data%20Retrieval%20Tool.pdf).

If you are unable or choose not to use this option, follow the instructions below to request an IRS Tax Return Transcript.

*To obtain an IRS tax return transcript go to the* [*IRS Website*](https://www.irs.gov/) *and click on the “Get Your Tax Record” link or call 1-800-908-9946. Make sure you order the “****IRS TAX RETURN TRANSCRIPT.*** *The parent will need his or her Social Security Number, date of birth, and the address on file with the IRS (normally this will be the address used when the 2021 IRS tax return was filed). It takes 5-10 days for IRS income information to be available for electronic IRS tax return filers, and 8-11 weeks for paper tax return filers. If the parents are married, and filed separate 2021 tax returns, 2021 IRS tax return transcripts must be submitted for each parent.*

***Important Note:*** If the student’s parent(s), filed or will file, an amended 2021 IRS tax return (1040X) submit a signed copy of original tax return and amended return to Kishwaukee College Financial Aid Office.

**NO: PARENT(S) WILL NOT FILE A TAX RETURN** **(1040 FORM) FOR 2021**

***Instructions:*** Complete this section **ONLY** if the student’s parent(s) will NOT file and are not required to file a 2021 income tax return with the IRS.

*Check the box that applies:*

I/We, the student’s parent(s), was/were not employed and had no income earned from work in 2021. I/We, the parent(s), will submit a 2021 Verification of Non-filing Letter from the IRS. This can be requested from the IRS on [Form 4506-T](https://www.irs.gov/pub/irs-pdf/f4506t.pdf) line 7. Carefully follow instructions on the form, errors will cause delays. ***NO FINANCIAL AID CAN BE AWARDED UNTIL THE IRS NON-FILING LETTER HAS BEEN SUBMITTED TO THE SCHOOL***

I/We, the student’s parent(s), was/were employed in 2021. I/We, the parent(s), will submit ALL W2’s for 2021. If W2’s are not available, you may request a 2021 Wage and Income Transcript from the IRS. This can be requested from the IRS on [Form 4506-T](https://www.irs.gov/pub/irs-pdf/f4506t.pdf) line 8. Carefully follow instructions on the form, errors will cause delays. ***NO FINANCIAL AID CAN BE AWARDED UNTIL THE IRS WAGE AND INCOME TRANSCRIPT HAS BEEN SUBMITTED TO THE SCHOOL***

1. **Dependent Student’s Income Information to Be Verified**

**YES: STUDENT HAS OR WILL FILE A TAX RETURN (1040 FORM) FOR 2021.**

***Instructions***: Complete this section **ONLY** if you, the student filed or will file a 2021 income tax return with the IRS.

*Check the box that applies:*

**YES:** I, the student, used the IRS Data Retrieval Tool on the FAFSA.

**NO:** I, the student, did **NOT** use the IRS Data Retrieval Tool. I will submit a **2021 Federal IRS Tax Return Transcript or 2021 signed 1040**. ***NO FINANCIAL AID CAN BE AWARDED UNTIL THE IRS TAX RETURN TRANSCRIPT HAS BEEN SUBMITTED TO THE SCHOOL.***

Instructions on how to obtain the IRS Tax Return Transcript are located on the previous page in Section D of *Parent’s Income Information to be Verified*.

**NO: STUDENT WILL NOT FILE A TAX RETURN (1040 FORM) FOR 2021.**

***Instructions***: Complete this section **ONLY** if you, the student, will NOT file and are not required to file a 2021 income tax return with the IRS.

*Check the box that applies:*

I, the student, was not employed and had no income earned from work in 2021.

I, the student, was employed in 2021. I, the student, will submit ALL W2’s for 2021. If W2’s are not available, you may request a 2021 Wage and Income Transcript from the IRS. This can be requested from the IRS on [Form 4506-T](https://www.irs.gov/pub/irs-pdf/f4506t.pdf) line 8. Carefully follow instructions on the form, errors will cause delays. ***NO FINANCIAL AID CAN BE AWARDED UNTIL THE IRS WAGE AND INCOME TRANSCRIPT HAS BEEN SUBMITTED TO THE SCHOOL***

1. **Certification and Signatures**

**WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.**

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. The student and one parent must sign and date. **When submitting documents electronically, please use your Kishwaukee College student email.  Documentation from any other email address may not be acceptable.**

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

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