

# 2018

DEPENDENT STUDENT



ILLINOIS STATE  
UNIVERSITY  
*Illinois' first public university.*

## 2017-2018 Dependent Verification Worksheet

Your Free Application for Federal Student Aid (FAFSA) was selected by the Department of Education for a review process called verification. During this review, Illinois State University will compare information submitted on your FAFSA to information on this worksheet and other required documentation. Federal regulations require that we complete verification before processing federal financial aid.

If there are differences between information on your FAFSA and this worksheet, we will send corrections to the FAFSA processor. You will receive an acknowledgement reflecting these changes. If we do make corrections, please do **not** make any subsequent changes to your FAFSA data.

Please FAX the completed original form and any supporting documents to: **(309) 438-3755** or mail to: **Financial Aid Office, Campus Box 2320, Normal, IL 61790-2320**. If you have questions about completing this worksheet, call the Illinois State University Financial Aid Office at (309) 438-2231 or e-mail [financialaid@IllinoisState.edu](mailto:financialaid@IllinoisState.edu).

### A. Student Information

_____ Last Name	_____ First Name	_____ M.I.	_____ Student's ISU ID Number
_____ Permanent Home Address (include R.R., P.O. Box, or Apt. No.)			_____ Date of Birth (MM/DD/YYYY)
_____ City	_____ State	_____ ZIP	_____ Student Cell Phone Number (with area code)

### B. Family Information

List all the people in your parent's household. Include:

- The student.
- The parents (including a stepparent).
- The parents' other children **if** the parents will provide more than half of the children's support from July 1, 2017 through June 30, 2018.
- Other people if they currently live with your parents and your parents provide more than one-half of their support and will continue to through June 30, 2018.
- Include the name of the college for anyone (except a parent) who will attend college at least half-time between July 1, 2017 and June 30, 2018, and who will be enrolled in a program leading to a degree, diploma or certificate.

Full Name	Age	Relationship to Student	College or University
(example) Inez Jones	18	self	Illinois State University
		self	Illinois State University

### C. Parent's 2015 Income and Federal Tax Information

Choose ONE box only. Please see Instruction Page for further assistance.

- ☐ The parent(s) filed a 2015 Federal Tax Return and has successfully transferred their IRS tax information directly from the IRS to the FAFSA using the IRS Data Retrieval Tool **and** made no changes to that information.
- ☐ The parent(s) filed a 2015 Federal Tax Return and will provide ISU with a 2015 Federal Tax Return Transcript that can be obtained from [www.irs.gov](http://www.irs.gov).
- ☐ The parent(s) did not file a 2015 Federal Tax Return **and** had **no** earnings from work in 2015. Parent(s) will provide a Verification of Non-filing letter that can be obtained from [www.irs.gov](http://www.irs.gov).
- ☐ The parent(s) **will not/are not required** to file a 2015 Federal Tax Return but had some earnings from work in 2015. Parent(s) will provide a Verification of Non-filing letter that can be obtained from [www.irs.gov](http://www.irs.gov) and copies of all W2's. Parent(s) will also complete the chart below listing all employers and earnings for parent(s). Use a separate sheet if necessary.

	Employer(s) Name	2015 Earnings W-2s (box 1)
Parent1/Stepparent	_____	_____
	_____	_____
	Parent1/Stepparent Total	_____
Parent2/Stepparent	_____	_____
	_____	_____
	Parent2/Stepparent Total	_____

### D. Student's 2015 Income and Federal Tax Information

Choose ONE box only. Please see Instruction Page for further assistance.

- ☐ The student filed a 2015 Federal Tax Return and has successfully transferred their IRS tax information directly from the IRS to the FAFSA using the IRS Data Retrieval Tool **and** made no changes to that information.
- ☐ The student filed a 2015 Federal Tax Return and will provide ISU with a 2015 Federal Tax Return Transcript that can be obtained from [www.irs.gov](http://www.irs.gov).
- ☐ The student did not file a 2015 Federal Tax Return **and** had **no** earnings from work in 2015. Student will provide a Verification of Non-filing letter that can be obtained from [www.irs.gov](http://www.irs.gov).
- ☐ The student **will not/is not required** to file a 2015 Federal Tax Return but had some earnings from work in 2015. Student will provide a Verification of Non-filing letter that can be obtained from [www.irs.gov](http://www.irs.gov) and copies of all W2's. Student will also complete the chart below listing all employers and earnings. Use a separate sheet if necessary.

	Employer(s) Name	2015 Earnings W-2s (box 1)
Student	_____	_____
	_____	_____
	Student Total	_____

### E. Sign this Worksheet

By signing this worksheet, each of us certifies that all the information reported here to qualify for federal student aid is complete and correct.

\_\_\_\_\_  
Student Name (printed)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student ISU ID Number

\_\_\_\_\_  
Parent Cell Phone Number

# Dependent Verification Worksheet Instructions

Sections C and D of the Dependent Verification Worksheet requests information about the student and parent(s) 2015 Federal Tax Return. In order to provide that to Illinois State University you will need to use the IRS Data Retrieval Tool on the FAFSA **OR** request a 2015 IRS Tax Return Transcript. Students and parents that did not file a 2015 Federal Tax Return must provide copies of all W2's (if applicable) and a Verification of Non-filing Letter from the IRS. Below you will find directions on how to utilize the IRS Data Retrieval Tool and how to request an IRS Tax Transcript or Verification of Non-filing Letter.

## **Using the IRS Data Retrieval Tool**

Access your FAFSA at [www.fafsa.gov](http://www.fafsa.gov) and log into your account. Once logged in, click on the option to "Make FAFSA Corrections" (this will take you to your completed FAFSA information). If federal taxes have been filed, go to the parent tax information section and update status to "already completed" taxes. Answer the series of questions that follow. If you answer "no" to each question an option will be provided to "link to IRS". Enter parent FSA ID and password, click on the IRS link, and you will be taken to the IRS website and asked to enter your information. Enter your name and address information EXACTLY as it appears on your 2015 tax form. If the tool can locate tax information, click the option to "transfer now". If you need to use the IRS Data Tool for the student, repeat steps in the student section of the FAFSA. Once you are done make sure to "next" through the rest of the FAFSA and complete the new submission on the "Sign and Submit" page.

## **Requesting an IRS Tax Return Transcript**

For Tax Return Transcript go to [www.irs.gov](http://www.irs.gov), under the "Tools" heading on the homepage click "Get a tax transcript". Then choose "Get Transcript online" or "Get Transcript by Mail". You must register with the IRS to use the online service to obtain Transcripts. Request can also be made by telephone at (800) 908-9946 or by completing a [4506-T](#) that can be mailed or faxed to the IRS. In any case make sure that you request the "IRS Tax Return Transcript" and **NOT** "IRS Account Transcript".

## **Verification of Non-filing Letter**

For Verification of Non-filing letter go to [www.irs.gov](http://www.irs.gov), under the "Tools" heading on the homepage click "Get a tax transcript". Then choose "Get Transcript online". You must register with the IRS to use the online service to the Verification on Non-filing Letters. Request can also be made by telephone at (800) 908-9946 or by completing a [4506-T](#) that can be mailed or faxed to the IRS.