

Financial Aid Office

2014-2015 Quality Assurance Verification Worksheet

Your application for financial aid has been selected for a process called Quality Assurance Verification. In this process, we will compare the information from your FAFSA application with copies of your (and your spouse's, if you are married) **2013** IRS Tax Return Transcripts (or signed Federal income tax returns). Federal regulations require we confirm your application information before awarding Federal 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.

What you should do:

- By accessing your FAFSA at www.fafsa.ed.gov, you can use the IRS Data Retrieval to populate your application with your federal tax return data **OR**
- Request a **Tax Return Transcript** from the IRS at www.irs.gov. When you receive the copy of your tax return transcript(s), please send it, with this worksheet, to our office **OR**
- Collect your (and your spouse's, if married) signed **2013 Federal** income tax returns
- Complete and sign this worksheet – both you (and your spouse, if married) must complete and sign.
- Make and retain a copy of the completed form for your records.
- Please **FAX** the completed original form to : (309) 438-3755
or mail to: Financial Aid Office
Campus Box 2320
Normal, IL 61790-2320

A. Student Information.

Last Name	First Name	M.I.	University Identification Number (UID)
Permanent Home Address (include R.R., P.O. Box, or Apt. No.)			Date of Birth (MM/DD/YYYY)
City	State	ZIP	Telephone Number (include area code)

B. Family Information.

List all the people in your household. ***Include yourself.*** your spouse if you are married, your dependent children, and other people for whom you provide more than one-half of their support. Write the name of the college for anyone who will attend college at least half-time between July 1, 2014 and June 30, 2015, and who will be enrolled in a program leading to a degree, diploma or certificate.

Full Name	Age	Relationship	College or University
(example) Inez Jones	23	spouse	Parkside Community College
		self	Illinois State University

... please turn the page ➡

C. Information from Student's (and spouse's) 2013 Federal Tax Return and Income Information

Check ONE box only. "Tax return" includes the **2013** IRS Form 1040, 1040A, 1040EZ, a tax return for Puerto Rico or a foreign income tax return. A **Tax Return Transcript** can be obtained at www.irs.gov.

- I **have filed** a **2013** Federal Tax Return.
 - I have used the IRS Data Retrieval Tool at www.fafsa.ed.gov. **OR**
 - I have attached an IRS **Tax Return Transcript** (or a signed, non-returnable copy of my **2013** Federal income tax return) to this form. Do **NOT** send W2 forms unless requested by our office.

I **will not/am not** required to file a **2013** Federal income tax return. **Non-filers:** List below your employer(s) and any incomes received in **2013** (use your W-2 form(s), box 14 of IRS Schedule K-1 (Form 1065) or other earnings statement(s)). Do **NOT** include Unemployment Compensation. Use a separate sheet of paper if you need more space.

Employer(s) Name	2013 Earnings from W-2s (box 1) and 1065's	Total Earned
• Student _____	_____	_____
• Spouse _____	_____	_____

D. Sign this Worksheet

By signing this worksheet, I (we) certify that all the information reported here to qualify for federal student aid is complete and correct.

student's name

student's signature

date

spouse's signature

date

student's UID number

cell phone number

Make and retain a copy of the completed form for your records.

Please FAX the completed original form 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@ilstu.edu.