

Financial Aid Office

2015-2016 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 Free Application for Federal Student Aid (FAFSA) with copies of your and your parent's 2014 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](http://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](http://www.irs.gov). When you receive the copy of your tax return transcript(s), please send them, with this worksheet, to our office **OR**
- Collect your and your parent's signed **2014 Federal** income tax returns
- Complete and sign this worksheet – both you and a parent 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.**

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Last Name	First Name	M.I.	Student's University ID Number (UID)
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 yourself**, the parent(s) you live with and other people for whom your parent(s) provide more than one-half of their support.

Write the name of the college for anyone -- **except a parent** -- who will attend college at least half-time between July 1, 2015 and June 30, 2016, 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	sister	Parkside Community College
		self	Illinois State University

... please turn the page →

**C. Information from Parent's 2014 Federal Income Tax Return and Income Information.**

**Choose ONE box only.** "Tax return" includes the **2014** 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](http://www.irs.gov).

I have filed a 2014 Federal Tax Return.

- I have used the IRS Data Retrieval Tool (at [www.fafsa.ed.gov](http://www.fafsa.ed.gov))
- I have attached an IRS Tax Return Transcript (or a signed, non-returnable copy of my 2014 Federal income tax return) to this form. Do NOT send W2 forms unless requested by our office.

OR

I will not/am not required to file a **2014** Federal income tax return. **Non-Fileers:** List below each employer and any income received in **2014** (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	2014 Earnings from W-2s (box 1) and 1065's
• Parent1/Stepparent	_____	_____
	_____	_____
• Parent2/Stepparent	_____	_____
	_____	_____

**D. Information from Student's 2014 Federal Income Tax Return and Income Information.**

**Choose ONE box only.** "Tax return" includes the **2014** 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](http://www.irs.gov).

I have filed a **2014** Federal Tax Return.

- I have used the **IRS Data Retrieval Tool** (at [www.fafsa.ed.gov](http://www.fafsa.ed.gov))
- I have attached an **IRS Tax Return Transcript** (or a signed, non-returnable copy of my **2014** Federal income tax return) to this form. Do **NOT** send W2 forms unless requested by our office.

OR

I will not/am not required to file a **2014** Federal income tax return. **Non-Fileers:** List below your employer and any income received in **2014** (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	2014 Earnings from W-2s (box 1) and 1065's
• Student	_____	_____

**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's name (printed)

\_\_\_\_\_  
student's signature

\_\_\_\_\_  
date

\_\_\_\_\_  
parent signature

\_\_\_\_\_  
date

\_\_\_\_\_  
student's UID number

\_\_\_\_\_  
parent cell phone number

Please FAX the completed original form to: **(309) 438-3755**. If you have questions about completing this worksheet, call the Illinois State University Financial Aid Office, (309) 438-2231 or e-mail [financialaid@IllinoisState.edu](mailto:financialaid@IllinoisState.edu).