



Office of Financial Aid and Veteran Services
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2024-2025
 Verification Worksheet
V1 - Independent Student

**Forms can be submitted by mail, fax (217/373-3807), or delivered in person.
 To ensure your privacy, Do NOT submit forms through email.**

 Name Student's ID Number

A. Family Information

Family Size includes the following:

- Yourself (the student)
- Your spouse contributor, if married
- Your children, if you will provide more than half of their support during the award year (July 1, 2024 through June 30, 2025)
- Other people only if they now live with you and you or your spouse contributor provide more than half of their support during the award year (July 1, 2024 through June 30, 2025)

Full Name	Age	Relationship
		<i>Self</i>

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

B. Income to Be Verified

TAX FILERS:

- I used the IRS Direct Data Exchange on the FAFSA.
- I am attaching an IRS tax return transcript for 2022.
- I am attaching a signed copy of my 2022 1040 and Schedules 1, 2, 3, C, and F (as applicable).

NOTE: If you were recently married and filed separate returns, you will need to submit a copy of both you and your spouse contributor's 2022 tax return transcripts.

A 2022 IRS Tax Return Transcript may be obtained through:

Get Transcript Online

- Go to www.irs.gov
- Click "Get Your Tax Record."
- Click "Get Transcript Online." Make sure to request the "Return Transcript" and NOT the "Account Transcript."
- To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.

Get Transcript by Mail

- Go to 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.

Automated Telephone Request

- Call 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 who filed an amended IRS income tax return for tax year 2022 must provide:

- A signed copy of the 2022 IRS Form 1040X "Amended U.S. Individual Income Tax Return," that was filed with the IRS or a 2022 tax account transcript from the IRS that includes the change(s) made by the IRS, in addition to one of the following:
 - o A 2022 IRS Federal Tax Return Transcript (that will only include information from the original tax return and does not have to be signed); OR
 - o A signed copy of the original 2022 IRS Federal 1040 and the applicable schedules that were filed with the IRS.

NON TAX FILERS:

- I was employed in 2022 and have attached copies of all my (and my spouse contributor's if applicable) 2022 W-2 forms and verification of non-filing letter(s) from the IRS.
- I was not employed (and or my spouse contributor was not employed), had no income earned from work in 2022 and have attached verification of non-filing letter(s) from the IRS.
- I (and/or my spouse contributor) certify that I do not have a Social Security Number, an Individual Taxpayer Identification number (ITIN), or an Employer Identification Number (EIN) and I am unable to obtain a Non-filing Tax Document from the IRS for the 2022 tax year. A signed statement must be provided

To obtain a Verification of Non-Filing letter, either call 1-800-908-9946 or go to <http://www.irs.gov/pub//irs-pdf/f4506t.pdf> and fill out a Form 4506-T Request for Transcript of Tax Return (make sure to check 7 - Verification of Nonfiling) and mail to the address provided on the form.

Illinois Residency Verification

The Illinois Student Assistance Commission (ISAC) requires independent students to verify Illinois residency.

*For an independent student to be considered a resident of Illinois they must have physically resided in Illinois for 12 continuous full months immediately **prior to the start of the academic year** for which assistance is requested and Illinois must be their true, fixed, and permanent home.*

You must submit a copy of **one** of the acceptable documents listed below with a date of issuance between **September 1, 2022 and September 1, 2023.**

<p>Acceptable Documents:</p> <ul style="list-style-type: none">▪ Illinois auto registration▪ Residential lease signed by you and your landlord▪ Illinois driver's license or Illinois State Issued ID▪ Utility or rent bills in your name▪ Statement of benefit history from Illinois Department of Public Aid	<p><input type="checkbox"/> I have not lived in Illinois for one year</p> <p><input type="checkbox"/> I did live in Illinois during this period; however I am unable to provide supporting documentation. I understand that checking this box will render me ineligible to receive the Illinois MAP Grant.</p>
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C. 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.

I certify that all the information reported on this worksheet is complete and correct.

Student's Signature

Date

Important: You must return all original worksheets to Parkland College.

Parkland College ensures equal educational opportunities are offered to all students regardless of race, color, national origin, gender, disability, sexual orientation, veteran/Vietnam veteran era, age, or religion, and is Section 504/ADA compliant. For additional information or accommodations call 217-351-2505.