



Office of Financial Aid and Veteran Services
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2024-2025
Verification Worksheet
V5 - Dependent 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. Dependent Student's Family Information

Family Size - Includes the following:

- The student.
- The student's parent contributor(s), even if the student is not living with them. Exclude a parent who has died or is not living in the household because of separation or divorce.
- The student's siblings if all the following are true:
 - They live with the student's parent contributor(s) (or live apart because of college enrollment),
 - They receive more than half of their support from the student's parent contributor(s), and
 - They will continue to receive more than half their support from the student's parent contributor(s) during the 2024-2025 award year.
- Other persons if all the following are true:
 - They live with the student's parent contributor(s),
 - They receive more than half of their support from the student's parent contributor(s), and
 - They will continue to receive more than half their support from the student's parent contributor(s) during the 2024-2025 award year.

Full Name	Age	Relationship
		<i>Self</i>
		<i>Parent Contributor 1</i>
		<i>Parent Contributor 2 or Step-parent</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).
- My parent contributor(s) used the IRS Direct Data Exchange on the FAFSA.
- My parent contributor(s) attached an IRS tax return transcript for 2022.
- My parent contributor(s) attached a signed copy of their 2022 1040 and Schedules 1, 2, 3, C, and F (as applicable).

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 2022 W-2 forms.
- I was not employed and had no income earned from work in 2022.
- My parent contributor(s) were employed in 2022 and have attached copies of all their 2022 W-2 forms and verification of non-filing letter from the IRS.
- My parent contributor(s) were not employed, had no income earned from work in 2022 and have attached their Verification of Non-Filing letter from the IRS.

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.

C. Identity and Statement of Educational Purpose

The student **must appear in person** at Parkland College to verify their identity by presenting a valid, unexpired, government-issued photo identification (ID), such as, but not limited to, a driver’s license, other state-issued ID, or passport. The institution will maintain a copy of the student’s photo ID that is annotated by the institution with the date it was received and reviewed and the name of the official at the institution authorized to collect the student’s ID.

In addition, the student must sign, **in the presence of the institutional official**, the following statement:

Statement of Educational Purpose

I certify that I, _____, the individual signing this Statement of Educational Purpose, and that the Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending Parkland College for 2024-2025.

(Student’s Signature)

(Date)

If the student is unable to appear in person at Parkland College to verify their identity, the student must provide:

- (a) A copy of the valid government-issued photo identification (ID) that is acknowledged in the notary statement below, such as, but not limited to a driver’s license, other state-issued ID, or passport; and
- (b) The original notarized Statement of Educational Purpose provided below.

Notary’s Certificate of Acknowledgement

State of Illinois
City/County of _____

On _____ (Date), before me, _____ (Notary’s name), personally appeared, _____ (Printed name of signer), and proved to me on basis of satisfactory evidence of identification _____ (Type of government-issued photo ID) to be the above-named person who signed the foregoing instrument.

WITNESS my hand and official seal

(Notary signature) _____
(Date)

D. 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.

Student’s Signature

Date

Parent Contributor’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.