

Name

Student's ID Number

**A. Independent Student's 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, 2025 through June 30, 2026)
- Other people who live with you that you and/or your spouse contributor provide more than half of their support during the award year (July 1, 2025 through June 30, 2026)

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**

**TAXFILERS:**

- I used the IRS Direct Data Exchange on the FAFSA.
- I am attaching an IRS tax return transcript for 2023.
- I am attaching a signed copy of my 2023 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 2023 tax return transcripts.**

## **A 2023 IRS Tax Return Transcript may be obtained through:**

### Get Transcript Online

- Go to [www.irs.gov](http://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](http://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 2023 must provide:**

- A signed copy of the 2023 IRS Form 1040X "Amended U.S. Individual Income Tax Return," that was filed with the IRS or a 2023 tax account transcript from the IRS that includes the change(s) made by the IRS, in addition to one of the following:
  - o A 2023 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 2023 IRS Federal 1040 and the applicable schedules that were filed with the IRS.

## **NON TAX FILERS:**

- I was employed in 2023 and have attached copies of all my (and my spouse contributor's if applicable) 2023 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 2023 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 2023 tax year. A signed statement must be provided.

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Forms can be submitted by:

Fax: 815-224-0638 | Mail: Office of Financial Aid, 815 N. Orlando Smith Rd Oglesby, IL 61348 | In Person: CTC101S

Note: Documents submitted via email cannot be accepted due to security reasons.

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 Non-filing) and mail to the address provided on the form.

**WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.**

### C. Certification and Signatures

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

\_\_\_\_\_  
Student Signature - **Must be drawn and not typed.**

\_\_\_\_\_  
Date