



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 any parent who is deceased 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 of their support from the student's parent contributor(s) during the 2026-2027 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 of their support from the student's parent contributor(s) during the 2026-2027 award year.

Full Name	Age	Relationship
		<i>Self</i>
		<i>Parent Contributor 1</i>
		<i>Parent Contributor 2 or Stepparent</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

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- I used the IRS Direct Data Exchange on the FAFSA.
- I am attaching an IRS tax return transcript for 2024.
- I am attaching a signed copy of my 2024 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 2024.
- My parent contributor(s) attached a signed copy of their 2024 1040 and Schedules 1, 2, 3, C, and F (as applicable).

### A 2024 IRS Tax Return Transcript may be obtained through:

#### Get Transcript Online

- Go to [www.irs.gov](http://www.irs.gov)
- Click "Get your tax records and transcripts."
- Click "Sign in to your online account" and Sign in or Create a New Account with ID.me. Make sure to request the "**Return Transcript**" and not the "Account Transcript."
- To create an ID.me account, you will need to have a valid email address and follow the prompts to Create a New Account.

#### 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. Be aware that the paper form will take much longer to process than the other methods.

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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.

**Individuals who filed an amended IRS income tax return for tax year 2024 must provide:**

- A signed copy of the 2024 IRS Form 1040X “Amended U.S. Individual Income Tax Return” that was filed with the IRS or a 2024 tax account transcript from the IRS that includes the change(s) made by the IRS, in addition to one of the following:
  - o A 2024 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 2024 IRS Federal 1040 and the applicable schedules that were filed with the IRS.

**NON TAX FILERS:**

- I was employed in 2024 and have attached copies of all my 2024 W-2 forms.
- I was not employed and had no income earned from work in 2024.
- My parent contributor(s) were employed in 2024 and have attached copies of all their 2024 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 2024 and have attached a Verification of Non-Filing letter from the IRS.

To obtain a Verification of Non-Filing letter, follow the steps on the previous page but select “Letter of Non-filing.” Alternatively, you may 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. Be aware that the paper request will take much longer to process.

**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**

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

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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