



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, 2026 through June 30, 2027)
- 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, 2026 through June 30, 2027)

Full Name	Age	Relationship
		<i>Self</i>
		<i>Spouse</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 2024.
- I am attaching a **signed** copy of my 2024 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 2024 tax return transcripts.**

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. | Office Phone: 815-224-0438

## **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 record 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 in 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 request may take much longer to process than the other methods.

## **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 (and my spouse contributor's if applicable) 2024 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 2024 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 2024 tax year. A signed statement must be provided.

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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.

### C. Identity and Statement of Educational Purpose

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The student **must appear in person** at Illinois Valley Community 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 with the date it was received 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, \_\_\_\_\_, am 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 Illinois Valley Community College for 2025-2026.  
(Print Student Name)

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

- (a) A copy of the valid, unexpired, 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

#### Office Use Only:

Report results of this verification to FAA Access as follows:

#### Results Value

1	Verification of both identity and high school completion status were satisfactorily completed by the applicant in person, and no issues were found.
2	Verification of both identity and high school completion status were satisfactorily completed remotely by use of a notary, and no issues were found.
3	Verification was attempted, and no issues were found with high school completion, but issues were found with identity.
4	Verification was attempted, and no issues were found with identity, but issues were found with high school completion status.

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## D. High School Completion

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### ACCEPTABLE FORMS OF DOCUMENTATION

- Only **one** form is required -

- A. A copy of the student's high school diploma.
- B. A copy of the student's final official high school transcript that shows the date when the diploma was awarded.
- C. A copy of the student's General Educational Development (GED) or High School Equivalency (HSE) certificate or GED or HSE transcript.
- D. An academic transcript that indicates the student successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree.
- E. If state law requires a homeschooled student to obtain a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent), then the student needs to provide a copy of the secondary school completion credential.

OR

If state law (IL) does not require a homeschooled student to obtain a secondary school completion credential for homeschool, then a transcript needs to be provided that is signed by the student's parent or guardian. The transcript must list the secondary school courses the student completed, as well as document the successful completion of a secondary school education in a homeschool setting.

If you have received Federal Financial Aid in the past and have none of the items listed above, please contact the Financial Aid Office at 815-224-0438. Otherwise, you are not eligible to receive Federal Financial Aid until you have one of the above.

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

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## E. Certification and Signature

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

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

\_\_\_\_\_  
Date

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