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Telephone: 815-224-0438 | Fax: 815-224-0638

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>
		<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 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](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 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.

### **C. Identity and Statement of Educational Purpose**

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 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, \_\_\_\_\_, 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 2024-2025.  
(Print Student Name)

\_\_\_\_\_  
Student 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)

## D. Illinois Residency Verification

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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><b>Acceptable Documents:</b></p> <ul style="list-style-type: none"><li>▪ Illinois auto registration</li><li>▪ Residential lease signed by you and your landlord</li><li>▪ Illinois driver's license <b>or</b> Illinois State Issued ID</li><li>▪ Utility or rent bills in your name</li><li>▪ Statement of benefit history from Illinois Department of Public Aid</li></ul>	<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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## E. Certification and Signature

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

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

Student Signature →**Must be drawn and not typed.**

Date

Forms can be submitted by:

**Fax:** 815-224-0638 | **Mail:** Office of Financial Aid, 815 N. Orlando Smith Rd Oglesby, IL 61348 | **In Person:** CTC-101S

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