

# 2025

DEPENDENT STUDENT



ILLINOIS STATE UNIVERSITY  
Illinois' first public university.

## 2024-2025 Dependent Verification Worksheet

Your Free Application for Federal Student Aid (FAFSA) was selected by the Department of Education for a review process called verification. During this review, Illinois State University will compare information submitted on your FAFSA to information on this worksheet and other required documentation. Federal regulations require that we complete verification before processing federal financial aid.

If there are differences between information on your FAFSA and this worksheet, we will send corrections to the FAFSA processor. You will receive an acknowledgement reflecting these changes. If we do make corrections, please do **not** make any subsequent changes to your FAFSA data.

Please use one of the following options to submit this form to our office:

- Upload the completed original form at: [my.illinoisstate.edu](http://my.illinoisstate.edu)
- FAX to: (309) 438-3755
- mail to: Financial Aid Office, Campus Box 2320, Normal, IL 61790-2320

If you have questions about completing this worksheet, call the Illinois State University Financial Aid Office at (309) 438-2231 or e-mail [financialaid@IllinoisState.edu](mailto:financialaid@IllinoisState.edu).

### A. Student Information

_____ Last Name	_____ First Name	_____ M.I.	_____ Student's ISU ID Number
_____ Permanent Home Address (include R.R., P.O. Box, or Apt. No.)			_____ Date of Birth (MM/DD/YYYY)
_____ City	_____ State	_____ ZIP	_____ Student Cell Phone Number (with area code)

### B. Family Information

List all the people in your parent(s) family. Include:

- The student.
- The parent(s) (including a stepparent) contributor(s) on your FAFSA application.
- The parent(s) other children **if** the parent(s) will provide more than half of the children's support from July 1, 2024 through June 30, 2025.
- Other people if they currently live with your parent(s) and your parent(s) provide more than one-half of their support and will continue to through June 30, 2025.

Full Name	Age	Relationship to Student
(example) Inez Jones	18	self
		self

### C. Parent's 2022 Income and Federal Tax Information

Choose ONE box only. Please see Instruction Page for further assistance.

- The parent(s) filed a 2022 Federal Tax Return and consented to the sharing of IRS tax information from the IRS to the FAFSA using the Future Act Direct Data Exchange **and** made no changes to that information.
- The parent(s) filed a 2022 Federal Tax Return and will provide ISU with a 2022 Federal Tax Return Transcript that can be obtained from [www.irs.gov](http://www.irs.gov).
- The parent(s) filed a 2022 Federal 1040 Tax Return and will provide ISU with a **physically signed** copy of their 2022 Federal Tax Return and Schedules 1, 2, and 3 (if applicable).
- The parent(s) **have not and are not required** to file a 2022 Federal Tax Return **and** had **no** earnings from work in 2022. Parent(s) will provide a Verification of Non-filing letter(s) that can be obtained from [www.irs.gov](http://www.irs.gov).
- The parent(s) **have not and are not required** to file a 2022 Federal Tax Return **but** had some earnings from work in 2022. Parent(s) will also provide a Verification of Non-filing letter that can be obtained from [www.irs.gov](http://www.irs.gov) and copies of all W2's. Parent(s) will also complete the chart below listing all employers and earnings for parent(s). Use a separate sheet if necessary.

	Employer(s) Name	2022 Earnings W-2s (box 1)
Parent1/Stepparent	_____	_____
	_____	_____
Parent2/Stepparent	_____	_____
	_____	_____
	_____	_____

### D. Student's 2022 Income and Federal Tax Information

Choose ONE box only. Please see Instruction Page for further assistance.

- The student filed a 2022 Federal Tax Return and consented to the sharing of IRS tax information from the IRS to the FAFSA using the Future Act Direct Data Exchange **and** made no changes to that information.
- The student filed a 2022 Federal Tax Return and will provide ISU with a 2022 Federal Tax Return Transcript that can be obtained from [www.irs.gov](http://www.irs.gov).
- The student filed a 2022 Federal Tax Return and will provide ISU with a **signed** copy of their 2022 Federal Tax Return and Schedules 1, 2, and 3 (if applicable).
- The student **has not and is not required** to file a 2022 Federal Tax Return **and** had **no** earnings from work in 2022.
- The student **has not and is not required** to file a 2022 Federal Tax Return **but** had some earnings from work in 2022. Student will provide copies of all 2022 W2's and will complete the chart below listing all employers and earnings. Use a separate sheet if necessary.

	Employer(s) Name	2022 Earnings W-2s (box 1)
Student	_____	_____
	_____	_____

### E. Sign this Worksheet

By signing this worksheet, each of us certifies that all the information reported here to qualify for federal student aid is complete and correct. A signature must be completed in black ink or via a stylus on an electronic device.

\_\_\_\_\_  
Student Physical Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Physical Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Cell Phone Number

# Dependent Verification Worksheet Instructions

Sections C and D of the Dependent Verification Worksheet requests information about the student and parent(s) 2022 Federal Tax Return data. To provide this to Illinois State University you will need to consent to the use of the FUTURE Act Direct Data Exchange (FA-DDX) tool, formerly the IRS Data Retrieval Tool, on the FAFSA **OR** request a 2022 IRS Tax Return Transcript from IRS **OR** submit a physically signed copy of your 2022 Federal 1040 Tax Return and schedules 1, 2, 3 (if applicable). Parents that did not file a 2022 Federal Tax Return must provide a Verification of Non-Filing Letter from the IRS and copies of all W2's (if applicable). Students that did not file a 2022 Federal Tax Return must provide copies of all W2's (if applicable). Below you will find directions on how to consent to the use of the FUTURE Act Direct Data Exchange tool, and how to request an IRS Tax Transcript or Verification of Non-Filing Letter.

## **Using the FUTURE Act Direct Data Exchange tool**

**Student** – Access your FAFSA at [www.studentaid.gov](http://www.studentaid.gov) and log into your account. Once logged in, click on the option to “Make FAFSA Corrections” (this will take you to your completed FAFSA information). In your FAFSA you consented to have your Federal Tax Information (FTI) obtained automatically from the IRS and provided on your FAFSA application. If your 2022 Federal Taxes were filed and your information was retrieved, then you were not asked to manually provide FTI data and can mark the first option in box D above.

**Parent(s)** – Access your parent invite from your personal email address and click ‘Log In’ to access the parent contributor section of your student’s FAFSA. In your parent contributor section of your students FAFSA you consented to have your Federal Tax Information (FTI) obtained automatically from the IRS and provided on your student’s FAFSA application. If your 2022 Federal Taxes were filed and your information was retrieved, then you were not asked to manually provide FTI data and can mark the first option in box C above.

## **Requesting an IRS Tax Return Transcript**

To obtain a 2022 Tax Return Transcript go to [www.irs.gov](http://www.irs.gov) and click “Get Your Tax Record”. Then choose “Get Transcript Online” or “Get Transcript by Mail”. To verify your identity with ID.me, you will need to provide a photo of an identity document such as a driver's license, state ID, or passport. You will also need to take a selfie with a smartphone or a computer with a webcam. The transcript displays online upon successful completion of the IRS’s two-step authentication. Requests can also be made by telephone at (800) 908-9946 or by completing a 4506-T that can be mailed or faxed to the IRS. If you already have an account established, you can log in to access your Tax Return Transcript. Please be sure to request the “IRS Tax Return Transcript” and **NOT** “IRS Account Transcript”. The transcripts requested by “Get Transcript by Mail”, Phone and 4506-T are generally received within 10 business days from the IRS’s receipt of your request.

## **Verification of Non-Filing Letter**

To obtain a 2022 Verification of Non-filing letter go to [www.irs.gov](http://www.irs.gov) and click “Get Your Tax Record”. Then choose “Get Transcript Online” or “Get Transcript by Mail”. To verify your identity with ID.me, you will need to provide a photo of an identity document such as a driver's license, state ID, or passport. You will also need to take a selfie with a smartphone or a computer with a webcam. The transcript displays online upon successful completion of the IRS’s two-step authentication. If you already have an account established, you can log in to access a Verification of Non-filing letter. Requests can be made by completing a 4506-T that can be mailed or faxed to the IRS. Verification of Non-filing letters requested by 4506-T are generally received within 10 business days from the IRS’s receipt of your request.