

2024-2025 Independent 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 review, complete, and return this form to document your compliance using one of the following methods.

- Upload the completed original form at: 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 form, call the Illinois State University Financial Aid Office at (309) 438-2231 or e-mail 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 household. Include:

- Yourself.
- Spouse if you are married.
- Your dependent children **if** you will provide more than half of their support from July 1, 2023 through June 30, 2024.
- Other people if they currently live with you and you provide more than one-half of their support and will continue to through June 30, 2024.

Full Name	Age	Relationship to Student
(example) Inez Jones	23	spouse
		self

Independent Verification Worksheet Instructions

Section C of the Independent Verification Worksheet requests information about the student (and spouse) 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). Student's (and spouse's) 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). Student's (and spouse's) 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 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 C above.

Spouse – Access your contributor invite from your personal email address and click ‘Log In’ to access the contributor section of your spouse’s FAFSA. In your spousal contributor section, you consented to have your Federal Tax Information (FTI) obtained automatically from the IRS and provided on your spouse’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 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. In any case make sure that you 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, 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'll 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.