



2024-2025 V1 Standard Verification Worksheet

Section 1: Student Information

Name: _____

Date of Birth: _____

Address: _____

City, State, Zip: _____

Phone Number: _____

Email Address: _____

Section 2: Family Size

Family Size Includes the following:

Dependent Student:

- The student
- The student's parents, even if the student is not living with them. Exclude a parent who has died or is not living in the household because of separation or divorce. Include a parent who is on active duty in the U.S. Armed Forces apart from the family.
- The student's siblings if the following are true
 - They live with the student's parents (or live apart because of college enrollment),
 - They receive more than half of their support from the student's parents, and
 - They will continue to receive more than half of their support from the student's parents during the award year.
- Other persons if the following are true:
 - They live with the student's parents,
 - They receive more than half of their support from the student's parents, and
 - They will continue to receive more than half of their support from the student's parents during the award year.

Independent Student:

- The student
- The student's spouse, if applicable
- The student's dependent children if the following are true:
 - They live with the student (or live apart because of college enrollment);
 - They receive more than half of their support from the student; and
 - They will continue to receive more than half their support from the student during the award year
- Other persons if the following are true:
 - They live with the student;
 - They receive more than half of their support from the student; and
 - They will continue to receive more than half their support from the student during the award year

The provided criteria for "dependent children" or "other persons" align with the requirement that family size align with whom the student, or parent if dependent student, could claim as a dependent on a U.S. tax return if the student, or parent if dependent student, were to file a U.S. tax return at the time of completing the 2024-2025 FAFSA. As a result, the student, or parent if dependent student, should not include any unborn children in the family size.

Name: _____ ID: _____

Please list all family members as outlined in section 2, including the student. If more space is needed, provide a separate page with the student's name and ID number at the top.

| First and Last Name | Age | Relationship | College, University, Program |
|---------------------|-----|--------------|------------------------------|
| | | Self | Kaskaskia College |
| | | | |
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Section 3a: Complete if Student (and/or spouse) filed a 2022 Tax Return

Important Note: The instructions below apply to the student and spouse, if the student is married. Notify the financial aid office if the student or spouse filed separate IRS income tax returns for 2022 or had a change in marital status after December 31, 2022.

Instructions: Complete this section if the student and spouse filed or will file a 2022 IRS income tax return(s). As part of federal student aid eligibility, students, and spouses (as appropriate), will be required to consent and approve sharing and importing income and tax information from the IRS to the FAFSA form, even if the attempt to obtain or use such data is ineffective. In other words, if the student and spouse filed separate 2022 IRS income tax returns, both must provide consent and approval to share and import income and tax information from the IRS. In most cases, no further documentation is needed to verify 2022 income information that was transferred into the student's FAFSA using income and tax information directly from the IRS.

If 2022 income tax return information for the student (or spouse, if applicable) was not available or could not be used, the student should provide the institution with a **2022 IRS Tax Return Transcript(s) or a signed copy of the 2022 income tax return and applicable schedules.**

A **2022 IRS Tax Return Transcript** may be obtained through:

- Get Transcript by Mail – Go to 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.
- Get Transcript Online – Go to 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.
- Automated Telephone Request – 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.

Name: _____

ID: _____

Section 3b: Complete if Student (and/or spouse) DID NOT file a 2022 Tax Return

The instructions and certifications below apply to the student and spouse (if the student is married.) Complete this section if the student and spouse will not file and are not required to file a 2022 income tax return with the IRS.

Check the box that applies:

- The student and spouse were not employed and had no income earned from work in 2022.
- The student and/or spouse were employed in 2022 and have listed below the names of all employers, the amount earned from each employer in 2022, and whether an IRS W-2 form is provided. (Provide copies of all 2022 IRS W-2 forms issued to the student and spouse by their employers). List every employer even if the employer did not issue an IRS W-2 form.

If more space is needed, provide a separate page with the student's name and ID number at the top.

| Employer's Name | IRS W-2 or an Equivalent Document Provided? | Annual Amount Earned in 2022 |
|-----------------------------------------|---------------------------------------------|------------------------------|
| (Example) ABC's Auto Body Shop | Yes | \$4,500.00 |
| | | |
| | | |
| | | |
| Total Amount of Income Earned From Work | | \$ |

Provide a signed and dated statement certifying that the individual has not filed and is not required to file a 2022 income tax return, as well as the sources of 2022 income earned from work and the amount of income from each source.

____ Check here if non-filing statement is signed and dated.

____ Check here if non-filing statement will be provided later.

Section 4: Untaxed Income DO NOT LEAVE BLANK

Both tax filers and non-tax filers must list any untaxed income received in 2022. Be sure to enter zeros if no funds were received. Failure to complete this section will delay the processing of your financial aid.

| Student and/or Spouse | Type of Untaxed Income | Parents (if dependent) |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| \$ | Payments to tax-deferred pensions and retirement savings plans (paid directly or withheld from earnings) including but not limited to, amounts reported on W-2 Form Box 12a-12d codes D, E, F, G, H, and S | \$ |
| \$ | IRA deductions and payments to self-employed SEP, SIMPLE, and Keogh, and other qualified plans from IRS Form 1040 Schedule 1—total of lines 28 + 32. | \$ |
| \$ | Tax exempt interest income from IRS Form 1040-line 2a. | \$ |
| \$ | Untaxed portions of IRA distributions and pensions from IRS Form 1040-line 4a – 4b. Exclude rollovers. If negative, enter a zero here. If entering a figure, please include a copy of the 1099R. | \$ |

Name: _____

ID: _____

DEPENDENT STUDENTS ONLY

A dependent student is a student that is required to provide parent information on the FAFSA as determined by the US Department of Education, in the Dependency Status section of the FAFSA.

Section 5a: Complete if Parents filed a 2022 Tax Return

Important Note: The instructions below apply to each parent included in the household. Notify the financial aid office if the parents filed separate IRS income tax returns for 2022 or had a change in marital status after December 31, 2022.

Instructions: Complete this section if the parents filed or will file a 2022 IRS income tax return(s). As part of federal student aid eligibility, parents will be required to consent and approve sharing and importing income and tax information from the IRS to the FAFSA form, even if the attempt to obtain or use such data is ineffective. In other words, if the parents filed separate 2022 IRS income tax returns, both must provide consent and approval to share and import income and tax information from the IRS. In most cases, no further documentation is needed to verify 2022 income information that was transferred into the student's FAFSA using income and tax information directly from the IRS.

If 2022 income tax return information for the parents was not available or could not be used, the parents should provide the institution with a **2022 IRS Tax Return Transcript(s) or a signed copy of the 2022 income tax return and applicable schedules.**

A **2022 IRS Tax Return Transcript** may be obtained through:

- Get Transcript by Mail – Go to 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.
- Get Transcript Online – Go to 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.
- Automated Telephone Request – 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

Name: _____

ID: _____

Section 5b: Complete if Parents DID NOT file a 2022 Tax Return

The instructions and certifications below apply to each parent included in the household. Complete this section if the parents will not file and are not required to file a 2022 income tax return with the IRS.

Check the box that applies:

- Neither parent was employed, and neither had income earned from work in 2022.
- One or both parents were employed in 2022 and have listed below the names of all employers, the amount earned from each employer in 2022, and whether an IRS W-2 form or an equivalent document is provided. [Provide copies of all 2022 IRS W-2 forms issued to the parents by their employers]. List every employer even if the employer did not issue an IRS W-2 form.

If more space is needed, provide a separate page with the student's name and ID number at the top.

| Employer's Name | IRS W-2 or an Equivalent Document Provided | Annual Amount Earned in 2021 |
|-----------------------------------------|--------------------------------------------|------------------------------|
| (Example) ABC's Auto Body Shop | Yes | \$4,500 |
| | | |
| | | |
| | | |
| Total Amount of Income Earned From Work | | \$ |

Provide a signed and dated statement certifying that the individual has not filed and is not required to file a 2022 income tax return, as well as the sources of 2022 income earned from work and the amount of income from each source.

Check here if non-filing statement is signed and dated.

Check here if non-filing statement will be provided later.

Section 6: Certification and Signatures

Each person signing below certifies that all of the information reported is complete and correct. The student and one parent (if the student is dependent) whose information was reported on the FAFSA must sign and date.

Print Student's Name

Student's ID Number

Student's Signature (Required)

Date

Spouse's Signature (Optional)

Date

Parent's Signature (Required, Dependent Students Only)

Date

**WARNING: If you purposely give false or misleading information you may be fined, sent to prison, or both.