FORM #3

2023–2024 Verification Worksheet

Independent Student

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| Your 2023–2024 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. **The law says that before awarding Federal Student Aid, we may ask you to confirm the information you and your spouse (if married) reported on your FAFSA**. To verify that you provided correct information Kishwaukee College compares your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information will be corrected. You must complete and sign this worksheet, attach any required documents, and submit the signed Verification Form and other required documents to Kishwaukee College. **It is possible that additional information could be requested.** |

1. **Student’s Information**

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|  |  | | |  |  | |
| Last Name | First Name | | | M.I. | Kish ID | |
|  | | | | | |  |
| Street Address (include apt no.) | | | | | | Date of Birth |
|  | |  |  | |  | |
| City | | State | ZIP Code | | Phone Number | |
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1. **Student’s Family Information**

* List below the people in your household. Include:
* Yourself.
* Your spouse if you are married.
* Your children, if any, if you will provide more than half of their support from July 1, 2023, through June 30, 2024, or if the child would be required to provide your information if they were completing a FAFSA for 2023–2024. Include children who meet either of these standards, even if they do not live with you.
* Other people if they now live with you and you provide more than half of their support and will continue to provide more than half of their support through June 30, 2023.
  + Include the name of the college for any household member who will be enrolled at least half time, in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2023, and June 30, 2024. *If more space is needed, attach a separate page with your name and Kish ID number at the top.*

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| --- | --- | --- | --- | --- |
| Full Name | Age | Relationship | College | Will be Enrolled at Least Half Time |
| *Missy Jones (example)* | *18* | *Wife* | *Central University* | *Yes* |
|  |  | *Self* | *Kishwaukee College* | *Yes* |
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1. **Income Information to Be Verified**

**YES: STUDENT (and spouse if married) HAS OR WILL FILE A TAX RETURN (1040 Form) FOR 2021**

***Instructions*:** Complete this section **ONLY** if you, the student (and if married, your spouse) filed or will file a 2021 tax return with the IRS.

*Check the box that applies:*

**YES:** I, the student, (and if married, the student’s spouse) have used the IRS Data Retrieval Tool on the FAFSA.

**NO:** I, the student, (and if married, the student’s spouse) did **NOT** use the IRS Data Retrieval Tool. I will submit a **2021 Federal IRS Tax Return Transcript or signed 2021 1040**. ***NO FINANCIAL AID CAN BE AWARDED UNTIL THE IRS TAX RETURN TRANSCRIPT(S) HAS BEEN SUBMITTED TO THE SCHOOL.***

The best way to verify income is by using the IRS Data Retrieval Tool that is part of the FAFSA on the Web at [www.FAFSA.gov](http://www.FAFSA.gov). Step-by-step instructions on how to use this tool can be found on the Kish website [here](https://kish.edu/get-started/paying/financial-aid/_pdfs/2021%20IRS%20Data%20Retrieval%20Tool.pdf).

If you are unable or choose not to use this option, follow the instructions below to request an IRS Tax Return Transcript.

*To obtain the IRS Tax transcript, go to* [*www.IRS.gov*](http://www.IRS.gov) *and click on the “Get Your Tax Record” link OR call*

*1-800-908-9946. Make sure to request the “****IRS Tax Return Transcript****”. You will need your Social Security Number, date of birth, and the address on file with IRS (normally the address used when the 1040 form was filed). It takes up to two weeks for the IRS income information to be available for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers.*

***Important note****: if you or your spouse filed or will file an amended 2021 IRS tax return (1040X) you must submit a signed copy of the original tax return and amended return (1040X) to the Kishwaukee College Financial Aid Office.*

***If you are married and you and your spouse filed separate 2021 tax returns, you must submit tax return transcripts for both you and your spouse.***

**NO: STUDENT WILL NOT FILE A TAX RETURN (1040 Form) FOR 2021**

***Instructions*:** Complete this section **ONLY** if you, the student (and if married, your spouse) will NOT file and are not required to file a 2021 income tax return with the IRS.

*Check the box that applies:*

I, the student, (and, if married, the student’s spouse) was not employed and had no income earned from work in 2020.

I, the student, (and if married, the student’s spouse) was employed in 2021. I, the student, (and if married, the student’s spouse) will submit ALL W2’s for 2021. If W2’s are not available, you may request a 2021 Wage and Income Transcript from the IRS. This can be requested from the IRS on [Form 4506-T](https://www.irs.gov/pub/irs-pdf/f4506t.pdf) line 8. Carefully follow instructions on the form, errors will cause delays. ***NO FINANCIAL AID CAN BE AWARDED UNTIL THE IRS WAGE AND INCOME TRANSCRIPT HAS BEEN SUBMITTED TO THE SCHOOL***

1. **Certification and Signature**

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

I certify that all of the information reported on this worksheet is complete and correct. The student must sign this worksheet. If married, the spouse’s signature is optional. **When submitting documents electronically, please use your Kishwaukee College student email.  Documentation from any other email address may not be acceptable.**

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|  |  |
| **Student Signature** | **Date** |
|  |  |
| **Spouse Signature** | **Date** |

9/14/2022