



# 2018 – 2019 Verification Worksheet

Dependent Student – V5

Your financial aid application was selected for review in a process called “verification”. Verification is a process used to check the accuracy of certain information reported on the Free Application for Federal Student Aid (FAFSA). Complete each section below, sign the third page, and return the requested information to the Office of Student Financial Services.

## A. Student Information

Student Last Name	Student First Name	Student MI	Illinois College Student ID Number
Student Street Address (include apt. number)			Student Cell Number (with area code)
City	State	ZIP Code	Parent Cell Number (with area code)
Student Email Address			

## B. Family Information

Complete all the columns for each member of your household. If more space is needed, attach a separate page with the student’s name and Illinois College Student ID Number at the top.

Full Name <i>Student</i>	Age	Relationship to student	College attending between July 1, 2018 – June 30, 2019	Enrolled at least half time
		<i>Self</i>	Illinois College	Y
<i><b>Parent(s)</b> –List parent(s), including a stepparent, even if you don’t live with your parent(s). List both parents if parents are unmarried and living together. If parents are separated or divorced, only provide the family information for the parent the student lives with the most. Grandparents, foster parents, legal guardians are not considered parents on this form unless they have legally adopted you.</i>				
Parent/Stepparent 1				
Parent/Stepparent 2				
<i><b>Siblings/Other</b> - Include your parent(s)’ other children if your parent will provide more than half of their support from July 1, 2018 through June 30, 2019 or if the other children would be required to provide parental information if they were completing a FAFSA for 2018-2019. Include children who meet these standards, even if they don’t live in the household. Additionally, list people if they now live with your parent(s) and your parent(s) provide and will continue to provide more than half of their support from July 1, 2018 through June 30, 2019.</i>				

## C. High School Completion Status

Provide one of the following documents that indicate your high school completion status when you will begin college in 2018–2019:

- A copy of your high school diploma.
- If you completed secondary education in a foreign country, a copy of the “secondary school leaving certificate” or other similar document.
- A copy of your final official high school transcript that shows the date when the diploma was awarded.
- A copy of your General Educational Development (GED) certificate or GED transcript.
- An academic transcript that indicates you successfully completed at least a two-year program that is acceptable for full credit toward a bachelor’s degree.
- If State law requires a homeschooled student to obtain a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent), a copy of that credential.
- If State law does not require a homeschooled student to obtain a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent), a transcript or the equivalent, signed by your parent or guardian, that lists the

secondary school courses you completed and documents the successful completion of a secondary school education in a homeschool setting.

If you are unable to obtain the documentation listed above, you must contact the Office of Student Financial Services.

#### D. Identity and Statement of Education Purpose (To Be Signed at the Institution)

The student must appear in person at Illinois College to verify his or her identity by presenting an unexpired valid 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 receive and review the student's ID.

In addition, the student must sign, in the presence of the institutional official, the Statement of Educational Purpose provided below:

##### Statement of Educational Purpose

I certify that I \_\_\_\_\_ am the individual signing this Statement of Educational Purpose and that the  
(Print Student's Name)  
Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending  
Illinois College for 2018-2019.  
(Name of Postsecondary Educational Institution)

\_\_\_\_\_  
(Student's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Student's Identification Number)

\* If the student is unable to appear in person at Illinois College, he or she must contact the Office of Student Financial Services for additional instructions to complete the Statement of Educational Purpose.

#### E. Dependent Student's Income Information to be Verified

##### Check the box(es) that apply

- ☐ The student has used the FAFSA IRS Data Retrieval Tool to retrieve and transfer 2016 IRS income information into the FAFSA.
- ☐ The student is unable or chooses not to use the FAFSA IRS Data Retrieval Tool, and the student will submit to Illinois College a **2016 IRS Tax Return Transcript** – not a photocopy of the income tax return. Tax Return Transcripts can be requested at [www.irs.gov](http://www.irs.gov) or 1.800.908.9946.
  - ☐ Check here if the student's 2016 IRS Tax Return Transcript is attached to this worksheet or has previously been submitted.
  - ☐ Check here if the student's 2016 IRS Tax Return Transcript will be submitted to Illinois College later to complete verification.

##### STUDENT TAX RETURN NONFILERS

- ☐ Check here if the student was not required to file a 2016 U.S. Income Tax Return.

Additionally, list your employer(s), all income received in 2016, and attach copies of all 2016 IRS W-2 forms.

Employer	2016 Earned Income	W-2 Attached	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No

## F. Parent(s)/Stepparent Income Information to be Verified

### Check the box that applies

- ☐ The student's parent(s)/stepparent has used the FAFSA IRS Data Retrieval Tool to retrieve and transfer 2016 IRS income information into the student's FAFSA.
- ☐ The student's parent(s)/stepparent is unable or chooses not to use the FAFSA IRS Data Retrieval Tool, and the parent(s)/stepparent will submit to Illinois College a **2016 IRS Tax Return Transcript** – not a photocopy of the income tax return. Tax Return Transcripts can be requested at [www.irs.gov](http://www.irs.gov) or 1.800.908.9946.
  - ☐ Check here if the parent(s)/stepparent's 2016 IRS Tax Return Transcript is attached to this worksheet or has previously been submitted.
  - ☐ Check here if the parent(s)/stepparent's 2016 IRS Tax Return Transcript will be submitted to Illinois College later to complete verification.

### PARENT(S)/STEPPARENT TAX RETURN NONFILERS

- ☐ Check here if the student's parent(s)/stepparent did not file and was not required to file a 2016 U.S. Income Tax Return. The parent(s)/stepparent will submit to Illinois College a **2016 Confirmation of Non-Filing** from the IRS using Form 4506-T and check box 7. Confirmation of Non-Filing letters can be requested at [www.irs.gov/form4506t](http://www.irs.gov/form4506t).
  - ☐ Check here if the parent(s)/stepparent's 2016 Confirmation of Non-Filing Letter is attached to this worksheet.
  - ☐ Check here if the parent(s)/stepparent's 2016 Confirmation of Non-Filing Letter will be submitted to Illinois College later to complete verification.

Additionally, list your employer(s), all income received in 2016, and attach copies of all 2016 IRS W-2 forms.

Employer	2016 Earned Income	W-2 Attached	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No

## G. Certification and Signatures

Each person signing this worksheet certifies that all of the information reported is complete and correct. Student and a parent/stepparent list in Section B must sign and date.

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

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Stepparent's Signature

\_\_\_\_\_  
Date

**NOTE:** For your protection, please do not email any personally identifiable or sensitive information to our office, as we cannot guarantee the security of any information sent to us via email. Instead, please fax this information to 217.245.3274. If you choose to email documents to us, please block out all personally identifiable or sensitive information.

**Fax, mail, or email the completed form along with any applicable supporting documents to:**  
**Office of Student Financial Services | 1101 West College Avenue | Jacksonville, Illinois 62650**  
**[www.ic.edu/SFS](http://www.ic.edu/SFS) | [SFS@ic.edu](mailto:SFS@ic.edu) | Phone: 217.245.3035 | Fax: 217.245.3274**