

2024-2025 Verification Worksheet

Dependent Student – Tracking Group V5

Your 2024-2025 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 must verify the information you and your parents reported on your FAFSA is correct. You and at least one parent must complete and sign this worksheet, attach any required documents, and submit information requested to the John A. Logan College Financial Aid Office. If there are differences, your FAFSA information may need to be corrected. If you have questions about verification, contact the Financial Aid Office at John A. Logan College as soon as possible so that your financial aid will not be delayed.

A. Dependent Student’s Information

| | | | |
|---|----------------------|----------------|--|
| Student’s Last Name | Student’s First Name | Student’s M.I. | Student’s SSN or ID Number |
| Student’s Street Address (include apt. no.) | | | Student’s Date of Birth |
| City | State | Zip Code | Student’s Email Number |
| Student’s Home Phone Number (include area code) | | | Student’s Alternate or Cell Phone Number |

B. Dependent Student’s Family Information-Family Size includes:

- Yourself. (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 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 their support from the student’s parents during the award year.

The provided criteria for “dependent children” or “other persons” align with the requirement that family size align with whom the parent could claim as a dependent on a U.S. tax return if the parent were to file a U.S tax return at the time of completing the 2024-2025 FAFSA. As a result, the parent should not include any unborn children in the family size. If more space is needed, provide a separate page with the student’s name and ID number at the top.

| Full Name | Age | Relationship |
|------------------------------|-----------|---------------|
| <i>Missy Jones (example)</i> | <i>18</i> | <i>Sister</i> |
| | | <i>Self</i> |
| | | |
| | | |
| | | |
| | | |
| | | |

C. Dependent Student’s Income Information to Be Verified

Instructions: Complete this section if the student filed or will file a 2022 IRS income tax return. As part of federal student aid eligibility, students are 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.

- TAX RETURN FILERS** – If 2022 income tax return information for the student 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.

- TAX RETURN NONFILERS** – Complete this section if the student will not file and is not required to file a 2022 IRS income tax return. **Check the one that applies:**

___ The student was not employed and had no income earned from work in 2022.

___ The student was employed in 2022 but was not required to file a 2022 tax return. Attach copies of all 2022 IRS W-2 forms issued to the student by employers. *List every employer and amount earned even if they did not issue an IRS W-2 form.*

| Employer’s Name | IRS W-2 Provided? | Annual Amount Earned in 2021 |
|---|-------------------|------------------------------|
| <i>(Example) ABC’s Auto Body Shop</i> | Yes | \$4,500.00 |
| | | |
| | | |
| Total Amount of Income Earned from Work | | \$ |

Important: 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 a non-filing statement is signed and dated.

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

Print Student Name: _____

Student ID Number: _____

D. Parent's Income Information to Be Verified

1. **TAX RETURN FILERS – 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.

Print Student Name: _____

Student ID Number: _____

2. TAX RETURN NONFILERS

The instructions and certifications below apply to each parent included in the household. Complete this section if the student's parent(s) will not file and is not required to file a 2022 income tax return with the IRS.

Check the one that applies:

Neither parents were employed, nor had income earned from work in 2022.

One or both parents were employed in 2022 and were not required to file an IRS 2022 tax return.

Attach copies of all 2022 IRS W-2 forms issued by employers. *List every employer and amount earned even if they did not issue an IRS W-2 form.*

| Employer's Name | IRS W-2 Provided? | Annual Amount Earned in 2022 |
|---------------------------------------|------------------------------------|------------------------------|
| <i>(Example) ABC's Auto Body Shop</i> | Yes | \$4,500.00 |
| | | |
| | | |
| Work | Total Amount of Income Earned from | \$ |

Important: 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.

Print Student Name: _____

Student ID Number: _____

E. Documentation of Identity/Statement of Educational Purpose

The student must appear in person at John A. Logan 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.

Identity and Statement of Educational Purpose (To Be Signed in the Presence of a Notary)

If the student is unable to appear in person at John A. Logan College to verify his or her identity, the student must provide to the institution:

- (a) A copy of the unexpired valid government-issued photo identification (ID) that is acknowledged in the notary statement below, or that is presented to a notary, such as, but not limited to, a driver's license, other state-issued ID, or passport; and
- (b) The original Statement of Educational Purpose provided below, which must be notarized. If the notary statement appears on a separate page than the Statement of Educational Purpose, there must be a clear indication that the Statement of Educational Purpose was the document notarized.

Note: A student who is unable to obtain the documentation listed above must contact the financial aid office.

Statement of Educational Purpose

I certify that I _____ am the individual signing this Statement of Educational Purpose and that
(Print Student's Name)
the Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending John A. Logan College for 2024-2025.

Student's Signature and Date

Financial Aid Administrator Signature and Date

Student's ID Number

Notary's Certificate of Knowledge

State of _____ City/County of _____ on _____
before me, _____ personally appeared, _____
(Notary's Name) (Printed Name of Signer)

And provided to me on basis of satisfactory evidence of identification. _____
(Type of government-issued photo ID provided)

To be the above-named person who signed the foregoing instrument.

WITNESS my hand and official seal _____
(Notary Signature) (Date commission expires) ^(seal)

Print Student Name: _____ Student ID Number: _____

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

F. Certification and Signature

Each person signing below certifies that all of the information reported on this worksheet is complete and correct. **The student and one parent whose information is reported on the FAFSA must sign and date this worksheet.**

Student's Signature (required)

Date

Parent's Signature (required)

Date