



Office of Financial Aid and Veteran Services  
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2024-2025  
Verification Worksheet  
**V5 - Dependent Student**

**Forms can be submitted by mail, fax (217/373-3807), or delivered in person.  
To ensure your privacy, DO NOT submit forms through email.**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Student's ID Number

**Family Size** - Includes the following:

- 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), and
  - 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, and
  - 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.*

Full Name	Age	Relationship
		Self
		Parent Contributor 1
		Parent Contributor 2 or Step-parent

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

Parkland College ensures equal educational opportunities are offered to all students regardless of race, color, national origin, gender, disability, sexual orientation, veteran/Vietnam veteran era, age, or religion, and is Section 504/ADA compliant. For additional information or accommodations call 217-351-2505.

## **Tax Filing Verification**

As part of the verification process, tax information must be verified. The preferred method for collecting tax information on the Free Application for Federal Student Aid (FAFSA) is the Future Act Direct Data Exchange (FADDX). If successful, FADDX directly transfers Federal Tax Information (FTI) into your FAFSA. Each contributor on the FAFSA must consent to have their information retrieved from the IRS.

**While FADDX is effective for most contributors, if the tool is unsuccessful, you will need to provide tax documentation for each necessary contributor. These requirements will be sent to you via email and will also be listed as a required document within your Self-Service portal located at [connect.parkland.edu](https://connect.parkland.edu). The request will detail which contributors need to provide the following information:**

**Option 1:** A signed copy of the required 2022 Federal 1040 Tax Return and all applicable schedules.

**Option 2:** A 2022 IRS Tax Return Transcript

- **Get Transcript by Mail** – Go to [www.irs.gov](https://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](https://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.

## **Non-Tax Filer Requirement**

If any contributors on the FAFSA (student, parent/stepparent) indicated that they did not file taxes, a Non-Tax Filer form will be required for each contributor who did not file. You will receive a request for this document via email and as a required document listed within your Self-Service portal located at [connect.parkland.edu](https://connect.parkland.edu).

**To complete the Identity and Statement of Educational Purpose, please fill out either Section A or Section B (only one section needs to be completed to fulfil requirements).**

**A. Identity and Statement of Educational Purpose**  
**(Must Be Signed at the Institution)**

The student **must appear in person** at Parkland College to verify their identity by presenting a valid, unexpired, 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 collect the student's ID.

In addition, the student must sign, **in the presence of the institutional official**, the following statement:

**Statement of Educational Purpose**

I certify that I, \_\_\_\_\_, am the individual signing this Statement of Educational Purpose, and that the Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending Parkland College for 2024-2025.

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

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

**B. Identity and Statement of Educational Purpose**  
**(Must Be Signed in the Presence of a Notary)**

If the student is unable to appear in person at Parkland College to verify their identity, the student must provide:

- (a) A copy of the valid, unexpired, government-issued photo identification (ID) that is acknowledged in the notary statement below, such as, but not limited to a driver's license, other state-issued ID, or passport; and
- (b) The original notarized Statement of Educational Purpose provided below.

**Notary's Certificate of Acknowledgement**

State of Illinois

City/County of \_\_\_\_\_

On \_\_\_\_\_ (Date), before me, \_\_\_\_\_ (Notary's name), personally  
appeared, \_\_\_\_\_ (Printed name of signer), and proved to me on basis of  
satisfactory evidence of identification \_\_\_\_\_ (Type of government-issued photo ID)  
to be the above-named person who signed the foregoing instrument.

**WITNESS my hand and official seal**

\_\_\_\_\_  
(Notary signature)                      \_\_\_\_\_  
(Date)

## Illinois Residency Verification

The Illinois Student Assistance Commission (ISAC) requires students to verify Illinois residency.

For a dependent student to be considered an Illinois resident, his/her parent from the 2024-25 Free Application for Federal Student Aid (FAFSA) must physically reside in Illinois and Illinois must be his/her true, fixed, and permanent home.

You must submit a copy of one of the acceptable documents listed below.

- Parent's Illinois driver's license or Valid State of Illinois Identification Card **issued prior to 8/19/2023**
- Utility or rent bills in the parent's name **issued between 8/19/2022 and 8/19/2023**
- Illinois Auto Registration for the parent **issued between 8/19/2023 and 8/19/2024**
- Parent's Statement of benefits history from the Illinois Department of Healthcare and Family Services, Illinois Department of Employment Security, or Social Security Administration **issued between 8/19/2022 and 8/19/2023**
- Parent's residential lease **issued between 8/19/2022 and 8/19/2023**
- Parent's Illinois voter's registration card **issued between 8/19/2022 and 8/19/2023**
- Parent's property tax bill **issued between 8/19/2022 and 8/19/2023**

**If documents cannot be provided, please check the box below:**

- ☐ My parent is unable to provide any of the required documents to verify Illinois residency. I understand that checking this box will render me ineligible to receive the Illinois MAP Grant.

## Certification and Signatures

I certify that all the information reported on this form is complete and correct. The student and one parent whose information was reported on the FAFSA must sign and date.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

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

**Handwritten signatures are required. Electronic signatures will not be accepted.**