



2023-2024 Dependent Verification Worksheet

Your Free Application for Federal Student Aid (FAFSA®) was selected by the Department of Education for a review process called verification. During this review, Eureka College will compare information submitted on your FAFSA® to information on this worksheet and other required documentation. Federal regulations require that we complete verification before processing federal financial aid.

If there are differences between information on your FAFSA® and this worksheet, we will send corrections to the FAFSA® processor. You will receive an acknowledgment reflecting these changes. If we do make corrections, please do **not** make any subsequent changes to your FAFSA® data.

Complete all sections on this form of A,B,C,D, and E. Please use one of the following options to submit this worksheet and any required documents to our office:

- Upload: completed signed worksheet and any documents required to your EC Financial Aid Student Portal
- FAX to: (309) 467-6897
- Mail to: Eureka College Financial Aid Office, 300 East College Avenue, Eureka, IL 61530
- Email: financialaid@eureka.edu (send in secure manner)

If you have questions about completing this worksheet, call the Eureka College Financial Aid Office at (309) 467-6310 or e-mail financialaid@eureka.edu.

A. Student Information

_____	_____	_____	_____
Last Name	First Name	M.I.	Student's Eureka College Sonis ID Number
_____			_____
Permanent Home Address (include R.R., P.O. Box, or Apt. No.)			Date of Birth (MM/DD/YYYY)
_____	_____	_____	_____
City	State	ZIP	Student Cell Phone Number (with area code)

B. Family Information

List all the people in your parent's household. Include:

- You (the student attending Eureka College).
- Your parent(s). In cases of divorce, use the parent you lived with more in the last 12 months, including their spouse (your stepparent) if applicable.
- The parents' other children **if** the parents will provide more than half of the children's support from July 1, 2023 through June 30, 2024.
- Other people if they currently live with your parents and your parents provide more than one-half of their support and will continue to through June 30, 2024.
- Include the name of the college for anyone (except a parent) who will attend college at least half-time between July 1, 2023 and June 30, 2024, and who will be enrolled in a program leading to a degree, diploma or certificate.

Full Name	Age	Relationship to Student	College or University
(example) Inez Jones	18	self	Eureka College
		self	Eureka College

C. Parent's 2021 Income and Federal Tax Information

Choose the **ONE** box meeting the requirement. Please see *Instruction Page* for further assistance.

The parent(s) filed a 2021 Federal Tax Return and have successfully transferred the IRS tax information directly from the IRS to the FAFSA using the IRS Data Retrieval Tool **and** made no changed to that information.

The parent(s) filed a 2021 Federal Tax Return and will provide Eureka College with a 2021 Federal Tax Return Transcript that can be obtained from www.irs.gov.

The parent(s) filed a 2021 Federal Tax Return and will provide **signed and dated** copy of their 2021 Federal Tax Return and schedule 1, 2, and 3.

The parent(s) **have not and are not required** to file a 2021 Federal Tax Return **and** had **no** earnings from work in 2021. Parent(s) will provide a Verification of Non-filing letter(s) that can be obtained from www.irs.gov.

The parent(s) **have not and are not required** to file a 2021 Federal Tax Return **but** had some earnings from work in 2021. Parent(s) will also provide a Verification of Non-filing letter that can be obtained from www.irs.gov and copies of all W2's. Parent(s) will also complete the chart below listing all employers and earnings for parent(s). Use a separate sheet if necessary.

	Employer(s) Name	2021 Earnings W-2s (box1)
Parent1/Stepparent	_____	_____
	-	_____
Parent2/Stepparent	_____	_____
	-	_____
	_____	_____

D. Student's 2021 Income and Federal Tax Information

Choose the **ONE** box meeting the requirement. Please see *Instruction Page* for further assistance.

The student filed a 2021 Federal Tax Return and has successfully transferred their IRS tax information directly from the IRS to the FAFSA using the IRS Data Retrieval Tool **and** made no changes to that information.

The student filed a 2021 Federal Tax Return and will provide Eureka College with a 2021 Federal Tax Return Transcript that can be obtained from www.irs.gov.

The student filed a 2021 Federal Tax Return and will provide Eureka College with a **signed and dated** copy of their 2021 Federal Tax Return and Schedules 1, 2, and 3.

The student **has not and is not required** to file a 2021 Federal Tax Return **and** had **no** earnings from work in 2020.

The student **has not and is not required** to file a 2021 Federal Tax Return **but** had some earnings from work in 2021. Student will provide copies of all 2021 W2's and will complete the chart below listing all employers and earnings. Use a separate sheet if necessary.

	Employer(s) Name	2021 Earnings W-2s (box1)
Student	_____	_____
	_____	_____

E. Sign this Worksheet

By signing this worksheet, each of us certifies that all the information reported here to qualify for federal student aid is complete and correct.

Student Name (printed)

Student Signature

Date

Parent Signature

Date

Student Sonis ID Number

Parent Cell Phone Number

Dependent Verification Worksheet Instructions

Sections C and D of the Dependent Verification Worksheet requests information about the student and parent(s) 2021 Federal Tax Return (income). In order to provide that to Eureka College you will need to use the IRS Data Retrieval Tool (IRS DRT) on the FAFSA **OR** request a 2021 IRS Tax Return Transcript. **USING the IRS DRT is the best way to complete the requirement of verifying income.** Parents that did not file a 2021 Federal Tax Return must provide a Verification of Non-Filing Letter from the IRS and copies of all W2's (if applicable). Students that did not file a 2021 Federal Tax Return must provide copies of all W2's (if applicable). Below you will find directions on how to utilize the IRS Data Retrieval Tool and how to request an IRS Tax Transcript or Verification of Non-Filing Letter.

Using the IRS Data Retrieval Tool

Access your FAFSA at www.studentaid.gov and log into your account. Once logged in, click on the option to "Make FAFSA Corrections" (this will take you to your completed FAFSA information). If federal taxes have already been filed, you will be able to utilize the IRS DRT once you get to the Financial Information section. First, you must indicate that 2021 taxes were "Already completed", select the tax filing status and answer whether or not a Puerto Rican or foreign tax return was filed for 2021. If you answer "No" then the IRS Data Retrieval Tool will be displayed. Click "link to IRS". In order to complete the IRS DRT for a parent you will need to enter the parents' FSA ID and password, click "Next", then click "Proceed to IRS Site" and you will then be taken to the IRS website and asked to enter their information. Enter their name and address exactly how it appears on the 2021 federal tax return. If the tool can locate tax information, click the option to "transfer now". If you need to use the IRS Data Tool for the student, repeat steps for the student in the Student Financial Information section. Once you are done make sure to "next" through the rest of the FAFSA and complete the new submission on the "Sign and Submit" page.

Requesting an IRS Tax Return Transcript

For Tax Return Transcript go to www.irs.gov, click "Get My Tax Record". Then choose "Get Transcript Online" or "Get Transcript by Mail". To use the "Get Transcript Online" tool, users 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. Requests can also be made by telephone at (800) 908-9946 or by completing a [4506-T](#) that can be mailed or faxed to the IRS. If you already have an account established, you can log in to access your Tax Return Transcript. In any case make sure that you request the "IRS Tax Return Transcript" and **NOT** "IRS Account Transcript". The transcripts requested by "Get Transcript by Mail", Phone and 4506-T are generally received within 10 business days from the IRS's receipt of your request.

Verification of Non-Filing Letter

For Verification of Non-filing letter go to www.irs.gov, click "Get My Tax Record". Then choose "Get Transcript online". You must register with the IRS to use the online service to get the Verification on Non-Filing Letters. To use the "Get Transcript Online" tool, users 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. If you already have an account established, you can log in to access a Verification of Non-filing letter. Requests can also be made by telephone at (800) 908-9946 or by completing a [4506-T](#) that can be mailed or faxed to the IRS. Verification of Non-filing letters requested by phone or 4506-T are generally received within 10 business days from the IRS's receipt of your request.