



# Northeastern Illinois University Financial Aid, Scholarships and Student Employment

5500 North Saint Louis Avenue ● D Building Room 200 ● Chicago, IL 60625-4699 ● 773-442-5016 ● Fax: 773-442-5040  
[Financial-aid@neiu.edu](mailto:Financial-aid@neiu.edu) ● [neiu.edu/financial-aid](http://neiu.edu/financial-aid) ● Check your financial aid status at [neiuport.neiu.edu](http://neiuport.neiu.edu)

## 2023-2024 Verification Worksheet – Dependent Student

Student's First Name	<input type="text"/>	6-digit NEIU Student ID#	<input type="text"/>
Student's Last Name	<input type="text"/>	Phone Number	<input type="text"/>

### A. Dependent Student's Family Information

List below the people in your parent(s)' household. Include:

- Yourself.
- Your parent(s) (including a stepparent) even if you do not live with your parent(s).
- Your parent(s)' other children if your parent(s) will provide more than half of their support from July 1, 2023, through June 30, 2024, or if the other children would be required to provide parental 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 your parent(s).
- Other people if they **now live with your parent(s) AND your parent(s) provide more than half of their support** and will continue to provide more than half of their support through June 30, 2024. This includes unborn children.

Indicate the name of the college for any household member (excluding parents) 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.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
		<i>Self</i>	<i>Northeastern Illinois University</i>	

Complete this section if one of the student's parents **RECEIVED VETERANS NON-EDUCATION BENEFITS** in 2021.

Name of Person Who Received Benefits	Type of Benefit Received	Amount of Benefit Received in 2021



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Student's Name: \_\_\_\_\_ NEIU ID: \_\_\_\_\_

## B. Dependent Student's Income Information to Be Verified

**1. TAX RETURN FILERS— Instructions:** Complete this section if you, the student, filed or will file a 2021 income tax with the IRS. *The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. If the student has not already used the tool, go to [FAFSA.gov](http://FAFSA.gov), log in to the student's FAFSA record, select "Make FAFSA Corrections," and navigate to the income section of the application. Follow the instructions to determine if the student is eligible to use the IRS Data Retrieval Tool to transfer 2021 IRS income tax information into the student's FAFSA. The tax filing status should reflect 'Already Filed.'* If unable to use IRS Data Retrieval, to obtain an IRS Tax Transcript, go to [www.irs.gov/Individuals/Get-Transcript](http://www.irs.gov/Individuals/Get-Transcript) and click on "Get Transcript Online." Make sure to request the "IRS tax return transcript" and not the "IRS tax account transcript." You will need a Social Security Number (SSN) or Individual Tax Identification Number (ITIN) to register an account.

### Check the box that applies:

- I, the student has used the IRS Data Retrieval Tool in *FAFSA on the Web* to transfer 2021 IRS income tax return information into my FAFSA, either on the initial FAFSA or when making a correction.
- I, the student was unable to use the IRS Data Retrieval Tool in *FAFSA on the Web*, and instead will provide the school with my **2021 IRS Tax Transcript and W-2 form(s)**.
- I, the student was unable to access my tax transcript using IRS "Get Transcript Online" due to the absence of a personal account number from a credit card, mortgage, home equity loan, or car loan. Instead, I will provide a photocopy of my **signed 2021 1040 tax return filed with the IRS and W-2 form(s)**.
- I, the student will provide copies of my **2021 IRS Form 1040X Amended Return and original IRS Tax Transcript**.
- I, the student will provide (as a victim of IRS tax-related identity theft) a **2021 IRS Tax Return Database View (TRDBV) Transcript AND** a signed, dated statement indicating that I was a victim of tax-related identity theft and that the IRS is made aware. *To obtain a printout of this documentation, contact IRS at 1-800-908-4490.*
- I, the student will provide a copy of my 2021 **Foreign Tax Return** with foreign monies **converted to U.S. dollars**.

**2. NON-TAX FILERS—Instructions:** Complete this section if the student, 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 was not employed and had no income earned from work in 2021.
- I, the student was employed in 2021 and have listed all employers, amount earned from each employer, and whether W-2 form(s) are attached. *List every employer even if they did not issue a W-2 form.*

Employer's Name	2021 Amount Earned	W-2 Attached?
<i>Gonzalez's Auto Body Shop (example)</i>	<i>\$2,000.00(example)</i>	<i>Yes(example)</i>



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Student's Name: \_\_\_\_\_ NEIU ID: \_\_\_\_\_

**C. Parent's Income Information to be verified**—Note: If two parents were reported in Section A of this worksheet, the instructions and certifications below refer and apply to both parents.

**1. TAX RETURN FILERS—Instructions:** Complete this section if the student's parent(s) filed or will file a 2021 income tax return with the IRS. *The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. If the student's parent(s) has not already used the tool, the parent and the student should go to [FAFSA.gov](http://FAFSA.gov), log in to the student's FAFSA record, select "Make FAFSA Corrections," and navigate to the income section of the application. Follow the instructions to determine if the parent(s) is eligible to use the IRS Data Retrieval Tool to transfer 2021 IRS income tax information into the student's FAFSA. The tax filing status should reflect 'Already Filed.'* If unable to use IRS Data Retrieval, to obtain an IRS Tax Transcript, go to [www.irs.gov/Individuals/Get-Transcript](http://www.irs.gov/Individuals/Get-Transcript) and click on "Get Transcript Online." Make sure to request the "IRS tax return transcript" and not the "IRS tax account transcript." You will need a Social Security Number (SSN) or Individual Tax Identification Number (ITIN) to register an account.

**Check the box that applies:**

- I, the parent has used the IRS Data Retrieval Tool in *FAFSA on the Web* to transfer 2021 IRS income tax return information into the FAFSA, either on the initial FAFSA or when making a correction.
- I, the parent was unable to use the IRS Data Retrieval Tool in *FAFSA on the Web*, and instead will provide the school with my **2021 IRS Tax Transcript and W-2 form(s)**.
- I, the parent was unable to access my tax transcript using IRS "Get Transcript Online" due to the absence of a personal account number from a credit card, mortgage, home equity loan, or car loan. Instead, I will provide a photocopy of my **signed 2021 1040 tax return filed with the IRS and W-2 form(s)**.
- I, the parent will provide copies of **my 2021 IRS Form 1040X Amended Return and original IRS Tax Transcript**.
- I, the parent will provide (as a victim of IRS tax-related identity theft) a **2021 IRS Tax Return Database View (TRDBV) Transcript AND** a signed, dated statement indicating that I was a victim of tax-related identity theft and that the IRS is made aware. *To obtain a printout of this documentation, contact IRS at 1-800-908-4490.*
- I, the parent will provide a copy of my **2021 Foreign Tax Return** with foreign monies **converted to U.S. dollars**.

**2. NON-TAX FILERS—Instructions:** Complete this section if the student's parent(s) will not file and are not required to file a 2021 income tax return with the IRS. **Parent Non-tax filers are required to submit an IRS Non-Tax Filer Transcript regardless of the amount of earnings during 2021.**

**Check the box that applies:**

- I, the parent will provide a copy of my 2021 IRS Non-Tax Filing Transcript.
- I, the parent was unable to register an account for a Non-Tax Filing Transcript from the IRS Get Transcript Online. Instead, I have fully completed section D of this Verification Worksheet.
- I, the parent was employed in 2021 and listed below the names of all employers, amount earned from each employer, and whether W-2 form(s) are attached. *List every employer even if they did not issue a W-2 form.*

Employer's Name	2021 Amount Earned	W-2 Attached?
<i>Gonzalez's Auto Body Shop (example)</i>	<i>\$2,000.00 (example)</i>	<i>Yes (example)</i>



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Student's Name: \_\_\_\_\_ NEIU ID: \_\_\_\_\_

### D. Parent's Other Information to Be Verified

1. Complete this section if someone in the student's parent's household (listed in Section A) **RECEIVED BENEFITS FROM the Supplemental Nutrition Assistance Program or SNAP** (formerly known as food stamps) any time during the 2021 or 2022 calendar years.

One of the persons listed in Section B of this worksheet received SNAP benefits in 2021 or 2022. If asked by the student's school, I will provide documentation of the receipt of SNAP benefits during 2021 and/or 2022.

2. Complete this section if one of the student's parents **RECEIVED HOUSING OR OTHER LIVING ALLOWANCES** as a member of military or clergy in 2021.

Name of Person Who Received Benefit	Type of Benefit Received	Amount of Benefit Received in 2021

3. Complete this section if one of the student's parents **RECEIVED CHILD SUPPORT** in 2021.

Name of Person Who Received Child Support	Name of Child for Whom Support Was Received	Amount of Child Support Received in 2021

4. Complete this section if your **2021 TOTAL HOUSEHOLD INCOME falls below \$26,500. MUST BE >ZERO.**

Type of Assistance received by parent	Who is the Provider (e.g. employer, relationship to the parent, friend, relative)	Amount Received in 2021
Wages or Cash		
Unemployment Benefits		
Rent or Living Allowances		
Utilities or Cellphone		
Gas (for car) or Food		
Health Insurance		
Social Security Benefits		
Other:		

### E. Certification and Signatures Page

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

*Do not mail this worksheet to the U.S. Department of Education.  
Submit this worksheet to the Financial Aid Office.  
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Telefax: 773-442-5040  
Email: [Financial-Aid@neiu.edu](mailto:Financial-Aid@neiu.edu)*

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