



# 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)

## 2024-2025 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) who provides more than half support to the household, 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, 2024 through June 30, 2025, or if the other children would be required to provide parental information if they were completing a FAFSA for 2024-2025. 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, 2025. 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 program at a postsecondary educational institution any time between July 1, 2024 and June 30, 2025.

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 2022.

Name of Person Who Received Benefits	Type of Benefit Received	Amount of Benefit Received in 2022



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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 2022 income tax with the IRS. *The best way to verify income is to provide Federal Tax Information (FTI) Consent and use the IRS Data Exchange within the FAFSA Online Application. If the student has not already used the tool, go to [studentaid.gov](http://studentaid.gov), log in to the student's FAFSA, select "Make Corrections," and navigate to the income section of the application. Follow the instructions to provide FTI Consent in order for the tax information to be extracted into the application. It is important to note that without FTI Consent, financial aid eligibility cannot be determined. If the IRS Data Exchange cannot be used, you may request a 2022 IRS Tax Return Transcript one of four ways:*

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

**2. NON-TAX FILERS— Instructions:** Complete this section if the student, is not required to file a 2022 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 2022.
- I, the student was employed in 2022 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	2022 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 applies to both parents.

**1. TAX RETURN FILERS— Instructions:** Complete this section if you, the parent contributor, filed or will file a 2022 income tax with the IRS. *The best way to verify income is to provide Federal Tax Information (FTI) Consent and use the IRS Data Exchange within the FAFSA Online Application. If the parent contributor has not already used the tool, go to [studentaid.gov](http://studentaid.gov), log into your role, select "Make Corrections," and navigate to the income section of the application. Follow the instructions to provide FTI Consent in order for the tax information to be extracted into the application. It is important to note that without FTI Consent, financial aid eligibility cannot be determined. If the IRS Data Exchange cannot be used, you may request a 2022 IRS Tax Return Transcript one of four ways:*

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

**2. NON-TAX FILERS—Instructions:** Complete this section if the student's parent(s) will not file and are not required to file a 2022 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 2022. This is UNLESS the IRS Direct Data Exchange reflects a non-filing status in the FAFSA Summary.**

Check the box that applies:

- I, the parent will provide a copy of my 2022 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 2022 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	2022 Amount Earned	W-2 Attached?
Gonzalez's Auto Body Shop (example)	\$2,000.00 (example)	Yes (example)



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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 2022 or 2023 calendar years.

One of the persons listed in Section B of this worksheet received SNAP benefits in 2022 or 2023. If asked by the student's school, I will provide documentation of the receipt of SNAP benefits during 2022 and/or 2023.

2. Complete this section if one of the student's parent(s) **RECEIVED HOUSING OR OTHER LIVING ALLOWANCES** as a member of military or clergy in 2022.

Name of Person Who Received Benefit	Type of Benefit Received	Amount of Benefit Received in 2022

3. Complete this section if one of the student's parent(s) **RECEIVED CHILD SUPPORT** in 2022.

Name of Person Who Received Child Support	Name of Child for Whom Support Was Received	Amount of Child Support Received in 2022

4. Complete this section if your **2022 TOTAL HOUSEHOLD INCOME falls below \$23,030. 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 2022
Wages or Cash		
Unemployment Benefits		
Rent or Living Allowances		
Utilities or Cell phone		
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.  
5500 North Saint Louis Avenue (D-200), Chicago, Illinois 60625-4699  
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.**