

**INSTRUCTIONS:**

Your FAFSA was selected by the U.S. Department of Education for a review process called “Verification.” **Verification must be completed before your financial aid can be finalized and before any federal aid may be credited to your student account.** If there are differences between your FAFSA and this information, we will update your FAFSA, recalculate your aid eligibility, and process a revised financial aid package. Please complete **ALL** sections of this worksheet, attach requested documentation, and sign and return to the Financial Aid Office. **Verification cannot be completed until all requested documents are received and reviewed.**

**You, and your parent(s), must submit 2018 tax information. Choose one of the following methods:**

1. **RECOMMENDED:** Complete the **IRS Data Retrieval Tool** online at [fafsa.gov](https://fafsa.gov). Select “Make FAFSA Corrections,” and navigate to the Financial Information section of the form. Click on Link to IRS. Choose OK to leave FAFSA. Enter all information as it appears on your most recent tax return and click “submit.” Select the box “Transfer my Tax Information to FAFSA” and then click to “Transfer Now.” Once transfer is complete you will be automatically taken back to FAFSA. Do not change any information. Simply scroll down and click “next” until you are able to electronically sign and fully re-submit your FAFSA correction.
2. Request a free copy of your **2018 IRS Tax Return Transcript** at [irs.gov/individuals/get-transcript](https://irs.gov/individuals/get-transcript) or 1-800-908-9946.
  - Request Online: print a copy immediately.
  - Request by Mail: allow up to 10 days to receive your tax transcript.

**Make sure you request the “Return Transcript” and NOT the “Account Transcript”**
3. Submit a **signed and dated copy of your 2018 IRS 1040 tax return.**

**A. STUDENT INFORMATION**

**Student Name:** \_\_\_\_\_ **JJC ID Number:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Permanent Address:** \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**B. HOUSEHOLD INFORMATION**

List the names, ages, and relationship to the student for **all people in your parent’s household** including:

- Yourself
- Your parent(s) (including a stepparent) even if you don’t live with them
- Your parent(s)’ other children if the parent(s) will provide more than half of their support from July 1, 2020 through June 30, 2021, or if the other children would be required to provide parental information if they were completing 2020-2021 FAFSA. Include children who meet either of these standards, even if they do not live with your parent(s).
- Other people in the home if your parent(s) provide more than half of their support and will continue to provide more than half of their support through June 30, 2021 (additional documentation may be requested).

Number in college: write the name of the college for any household member, excluding parents, who will be enrolled in a degree or certificate program at an eligible postsecondary institution at least half-time between July 1, 2020 and June 30, 2021. If more space is needed, attach a separate page with your name and JJC ID # at the top.

Full Name	Age	Relationship to Student	College
<i>Missy Jones (example)</i>	<i>18</i>	<i>Self</i>	<i>Example University</i>

**C. STUDENT INCOME INFORMATION AND TAX FILING STATUS**

Did you file a Federal Income Tax Return for 2018? (Circle one)    Yes    No

If you answered **YES**, check the box that applies:

- I have **already filed** and used the IRS Data Retrieval Tool on my FAFSA for 2018 income.
- I have **already filed** and I did not use the IRS Data Retrieval Tool. I am attaching my 2018 Tax Return Transcript or a copy of my signed and dated 2018 IRS 1040 tax return.

If you answered **NO**, check the box that applies:

- I **did not file**, I was not employed and I had no income earned from work in 2018.
- I **did not file but I was employed in 2018**. I am not required to file a 2018 Income Tax Return with the IRS. Complete the chart below and submit W-2s or 1099s from each employer.

Employer’s Name	2018 Amount Earned	IRS W-2 Attached?
<i>Suzy’s Auto Body Shop (example)</i>	<i>\$2,000.00(example)</i>	<i>Yes(example)</i>

**D. PARENT INCOME INFORMATION AND TAX FILING STATUS**

Did you (and/or your spouse) file a Federal Income Tax Return for 2018? (Circle one)    Yes    No

If you answered **YES**, check the box that applies:

- I have **already filed** and used the IRS Data Retrieval Tool on my FAFSA for 2018 income.
- I have **already filed** and I did not use the IRS Data Retrieval Tool. I am attaching my 2018 Tax Return Transcript or a copy of my signed and dated 2018 IRS 1040 tax return.

If you answered **NO**, check the box that applies:

- I **did not file**, I was not employed and I had no income earned from work in 2018. Provide the IRS non-filing statement\* dated on or after October 1, 2019 that indicates a 2018 IRS income tax return was not filed with the IRS.
- I **did not file but I was employed in 2018**. I am not required to file a 2018 Income Tax Return with the IRS. Complete the chart below and submit W-2s or 1099s from each employer. Also, provide the IRS non-filing statement\* dated on or after October 1, 2019 that indicates a 2018 IRS income tax return was not filed with the IRS.

\*Request your IRS verification of non-filing statement using Get Transcript Online at [irs.gov/individuals/get-transcript](https://irs.gov/individuals/get-transcript) or by completing [IRS form 4506-T](#), which can be found on IRS.gov, and submitting it to the IRS.

Employer’s Name	2018 Amount Earned	IRS W-2 Attached?
<i>Suzy’s Auto Body Shop (example)</i>	<i>\$2,000.00(example)</i>	<i>Yes(example)</i>

**E. CERTIFICATION AND SIGNATURES (Parent signature required for dependent students)**

The College must review the requested information under the financial aid program rules (CFR title 34, Part 668). If you are the student, by signing this application you certify that you (1) will use federal and/or state student financial aid only to pay the cost of attending an institution of higher education, (2) are not in default on a federal student loan or have made satisfactory arrangements to repay it, (3) will notify your school if you default on a federal student loan, and (4) will not receive a Federal Pell Grant for more than one school for the same period of time. If you are the student or the parent, by signing this application you agree, if asked, to provide information that will verify the accuracy of your completed form. This information may include U.S. or state income tax forms that you filed or are required to file. Also, you certify that you **understand that the Secretary of Education has the authority to verify the information reported on this application with the Internal Revenue Service and other federal agencies.** If you sign any document related to the federal student aid programs electronically using a FSA ID, you certify that you are the person identified by that FSA ID and have not disclosed that FSA ID (username and password) to anyone else.

**WARNING: If you purposely give false or misleading information on the worksheet, you may be fined \$20,000, sent to prison, or both.**

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Do not mail this worksheet to the U.S. Department of Education.  
Submit this worksheet to the JJC financial aid office.  
Make a copy of this worksheet for your records.*

**Main Campus**  
Financial Aid/Veterans Office  
1215 Houbolt Road  
Joliet, Illinois 60431

**Romeoville Campus**  
Financial Aid/Veterans Office  
1125 West Romeo Road  
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