

2025-2026 Verification Worksheet – Independent Student

A. Independent Student's Family Information



Northeastern Illinois University Scholarships and Student Employment

5500 North Saint Louis Avenue Building, Room 200 Chicago, IL 60625-6999 z 773-442-5016 z Fax: 773-442-5040
Financialaid@neiu.edu z neiu.edu/financialaid z Check your financial aid status at neiu.edu/neiuport (My Financial Aid)

Student's Name: _____ NEIU ID: _____

B. Independent Student's Income Information to Be Verified

1. **TAX RETURN FILERS** Instructions: Complete this section if you, the student, filed or will file a 2023 income tax with the IRS. The best way to verify income is to provide Federal Tax Information (FTI) Consent and use the IRS Direct Data Exchange within the FAFSA Online Application. If the student has not already used the tool, go to 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 extracted into the application. It is important to note that without FTI Consent, financial aid eligibility cannot be determined. the IRS Data Exchange cannot be used, you may request a 2023 IRS Tax Return Transcript one of four ways:

- Get Transcript by Mail- Go to 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 receipt of the online request.
- Get Transcript Online Go to 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 texted 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 4506EZ or IRS Form 4506 The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.

2. **NONTAX FILERS** Instructions: Complete this section if the student is not required to file a 2023 income tax return with the IRS. Non-tax filers are required to submit an IRS Non-Tax Filer Transcript regardless of the amount of earnings during 2023.

Check the box that applies:

I, the student will provide a copy of my 2023 IRS Non-Tax Filing Transcript.

I, the student was unable to register an account for a Non

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Financialaid@neu.edu z neu.edu/financialaid z Check your financial aid status at neu.edu/neiuport (My Financial Aid)