

AFFIDAVIT OF DEPENDENCY

TO: Registrar’s Office, Sherman Hall 110, (309)298-1891

FROM: _____
(print: parent’s name)

I certify that _____
(print: student’s name)

is claimed on my most recent Federal Income Tax form as my dependent.

I understand that this form is a legal document certifying that I have declared my son/daughter as one of my legal dependents for the current calendar year. I understand that I need to submit a copy of this year’s federal income tax form*, which documents a listing of my dependents, to the Office of the Registrar.

If I file a properly executed Affidavit of Dependency on an annual basis, I am entitled to receive academic information including a copy of my son’s/daughter’s academic transcript providing I submit a written request, indicating what information I am requesting, to the Office of the Registrar.

Parent’s signature

Parent’s address _____

Date

Subscribed and sworn to before me this _____ day of _____, _____.

Signature _____
NOTARY PUBLIC

Address _____

Seal

*For our purposes, the completed income tax form does not need to include monetary amounts.

This Affidavit of Dependency is valid for a calendar year from January 1 through December 31 regardless of when the affidavit is filed with the Office of the Registrar. Upon expiration of the affidavit, you may not obtain any academic information without filing an updated Affidavit of Dependency. This application may be obtained by printing it off the website <http://www.wiu.edu/Registrar/forms.htm>, by writing to the Office of the Registrar, Western Illinois University, 1 University Circle, Macomb, Illinois 61455-1390, or by calling (309)298-1891, ext. 223.

Please be aware that if your son/daughter has an encumbrance (hold) with the University, you may not receive academic transcripts until said hold is cleared through the appropriate office. Questions about University encumbrances may be directed either to the Billing and Receivables Office, Sherman 106, (309)298-1831, or the Office of the Registrar, Sherman Hall 110, (309)298-1891.