UNIVERSITY OF ILLINOIS CHICAGO – Office of Student Financial Aid and Scholarships

UIC Portal: https://my.UIC.edu -- Email: money@uic.edu -- Phone: (312) 996-3126



2025-2026 Dependent Verification Worksheet Instructions

Fall/Spring Students: Form Submission Deadline is August 1, 2025 Spring Only Students: Form Submission Deadline is November 1, 2025

** Please see our website to access this form in Spanish**

Failure to submit all documents together may result in a processing delay.

- (1) Complete the Verification Worksheet
- (2) Submit tax information for parent(s) and students
- (3) Submit 2023 W-2 forms/1099 forms for Non-Tax Filer parent(s)/students, if applicable
- (4) Include your University ID Number (UIN) on every page submitted

Complete the VERIFICATION WORKSHEET

- Provide handwritten signatures (no electronic signatures)
- Answer ALL questions

2023 TAX FILERS

Parents and Students

DIRECT DATA EXCHANGE (DDX)

OR

SIGNED IRS FEDERAL TAX RETURN including IRS SCHEDULES 1, 2, and 3

2023 NON-TAX FILERS

Parents and Students

2023 W-2 AND 1099 FORMS IF INCOME WAS EARNED IN 2023

2023 UNUSUAL TAX FILING SITUATIONS

Individuals who fall into one of the IRS Tax categories below must submit the listed information.

AMENDED TAX FILERS:

- Signed copy of the 2023 IRS Federal Tax Return including IRS Schedules 1, 2, and 3
- Signed copy of the 2023 IRS Form 1040X, "Amended U.S. Individual Income Tax Return," that
 was filed with the IRS

NON-IRS TAX RETURNS: (Individuals who filed a tax return in a foreign country, Puerto Rico, or U.S. Territory)

- Copy of the filed 2023 tax return with the Earnings, AGI, and Taxes Paid translated and converted to U.S. dollars
- 2023 Wage Statements

IRS IDENTITY THEFT VICTIMS:

- Tax Return Database View (TRDBV) transcript for 2023
- Signed and dated statement indicating the individuals were victims and the IRS is aware of their tax related identity theft

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Section A – Stu	dent Information (Plea	se Print Clearly)		
Last Name	First Name	M.I.	Phone Number	
Section B – Fan	nily Information (Pleas	e Read Instructions	Below Before Completing)	
(1) yourself (ever (2) your parent (s	in your parent(s)' household, inc n if you do not live with your par s) and/or stepparent if married other children if:	ents)	nes	

- (a) they live with your parents or live apart due to a period of temporary absence (i.e., college enrollment) and your parents provide and will continue to provide more than half of their support between July 1, 2025, and June 30, 2026, OR
 - (b) the children would be required to provide parental information if they were completing a 2025-2026 FAFSA
- (4) other dependents if:
 - (a) they live with your parents AND
 - (b) your parents will provide more than half of their support between July 1, 2025, and June 30, 2026

Fill out the chart below - all fields must be completed.

Print the names of all household members as defined above. If you need more space, attach a separate sheet. Write in the complete name of the college for any household member listed (excluding parents) who will be attending college at least half-time between July 1, 2025, and June 30, 2026, in a program that leads to a degree/certificate. If the household member's college is UIC, write their University Identification Number (UIN) in the box with UIC listed as the college.

Full Name	Age	Relationship	College (Complete Name)	Expected College Graduation (Month and Year)
		Self	UIC	

ENTER YOU.	R 9-DIGIT UIN	→					
2526	DPVR-E	N					

2025-2026 Dependent Verification Worksheet

Section C – Parent Income Information

ENTER YOUR UIN

Each parent listed on the FAFSA and in the Family Information section on page 1 must provide official 2023 federal tax information.

- Use the Direct Data Exchange (DDX) on the FAFSA to transfer your 2023 tax information OR
- (2) Submit a copy of the signed 2023 IRS Federal Tax Return including IRS Schedules 1, 2, and 3 sent to the IRS OR
- (3) Those who did not file a 2023 IRS Federal Tax Return must mark the correct box below and submit copies of

all W-2	2/1099 to	rms if required.							
Please check th	ne appro	opriate box and submit	the requested documents. ONL	Y one box should be checked or	ı this page.				
2023 TAX FI	<u>LERS</u>								
		I have successfully use	d the Direct Data Exchange (DDX) o	on the FAFSA to transfer my 2023 ta	ıx information.				
		I have attached a copy of my signed 2023 IRS Federal Tax Return including IRS Schedules 1, 2, and 3 with the student's UIN on all pages.							
2023 TAX FI	LERS	with special circu	<u>ımstances</u>						
			tax return and have submitted (1) a nincluding Schedules 1, 2, and 3.	signed 1040X AND (2) a copy of my	/ signed 2023				
		I filed a foreign tax return and have submitted (1) the 2023 Foreign Tax Return with the Earnings, AGI, and Taxes Paid translated and converted to US dollars AND (2) the 2023 Wage Statements.							
		I am a victim of tax-related identity theft and have notified the IRS. Attached is (1) the Tax Return Database View Transcript for 2023 AND (2) a signed, dated statement indicating I am a victim of IRS tax related identity theft, and the IRS is aware of the identity theft.							
2023 NON-T	AX FIL	_ERS							
		I was employed and had 2023 income but was not required to file a 2023 IRS Federal Tax Return. All income sources/amounts are listed below. ***** I have attached: (1) Copies of all 2023 W-2 forms/1099 Misc. forms							
	In	dividual's Name	Name of Employer	Amount of 2023 Income]				
					_				
]				
		I was not employed, did	d not have income, and was not requ	uired to file a 2023 IRS Federal Tax I	Return.				
				 					

You MUST provide official 2023 federal tax information.

- Use the Direct Data Exchange (DDX) on the FAFSA to transfer your 2023 tax information **OR**
- Submit a copy of the signed 2023 IRS Federal Tax Return including IRS Schedules 1, 2, and 3 sent to the IRS **OR** Those students who did not file a 2023 IRS Federal Tax Return must mark the correct box below and submit copies of all W-2/1099 forms if required.

Please check th	ne appro	priate box and submit	the requested	documents. ONL	Y <u>one</u> box	should be checked or	n this page.		
2023 TAX FI	LERS								
		I have successfully use	d the Direct Data	Exchange (DDX)	on the FAFS	A to transfer my 2023 to	ax information.		
	I have attached a copy of my signed 2023 IRS Federal Tax Return including IRS Schedules 1, 2, and 3 with my UIN on all pages.								
2023 TAX FI	LERS	with special circu	<u>ımstances</u>						
		I filed a 2023 amended tax return and have submitted (1) a signed 1040X AND (2) a copy of my signed 2023 IRS Federal Tax Return including Schedules 1, 2, and 3.							
		I filed a foreign tax return and have submitted (1) the 2023 Foreign Tax Return with the Earnings, AGI, and Taxes Paid translated and converted to US dollars AND (2) the 2023 Wage Statements.							
		I am a victim of tax-rela View Transcript for 202 theft, and the IRS is aw	3 AND (2) a sign	ed, dated statemer					
2023 NON-T	AX FIL	<u>ERS</u>							
	I was employed and had 2023 income but was not required to file a 2023 IRS Federal Tax Return. All income sources/amounts are listed below. ****I have attached: (1) Copies of all 2023 W-2 forms/1099 Misc. forms								
	Ir	dividual's Name	Name of Employer		Amou	nt of 2023 Income			
I was not employed, did not have income, and was not required to file a 2023 IRS Federal Tax Return. Section E – Student and Parent Signatures									
			i iutui oo						
	Otaac	nt unu i urcint org							
and Scholarships	orksheet s notices onally, I/v	I/we certify that all the ir a discrepancy, I/we unde we understand that any s	nformation reporterstand correction	s to my FAFSA wi	ll be submitte	ed directly to the U.S. D	epartment of		
and Scholarships Education. Additi or the 2025-26 a	orksheet s notices ionally, I/v academic	I/we certify that all the ir a discrepancy, I/we unde we understand that any s	nformation reporterstand correction	s to my FAFSA wi	ll be submitte ustment to fi	ed directly to the U.S. D	epartment of		
and Scholarships Education. Additi or the 2025-26 a Student's Signa	orksheet, s notices onally, I/v academic	I/we certify that all the ir a discrepancy, I/we unde we understand that any s year.	nformation reporterstand corrections nuch corrections n	s to my FAFSA wi nay warrant an adj Parent's Sign	ll be submitte ustment to fi	ed directly to the U.S. Donancial aid that has alre	epartment of		
and Scholarships Education. Additi or the 2025-26 a Student's Signa	orksheet, s notices onally, I/v academic	I/we certify that all the ir a discrepancy, I/we unde we understand that any s year. Date	nformation reporterstand corrections nuch corrections n	s to my FAFSA wi nay warrant an adj Parent's Sign	ll be submitte ustment to fi	ed directly to the U.S. Donancial aid that has alre	epartment of		
and Scholarships Education. Addition the 2025-26 a Student's Signa NOTE: Signatur	orksheet s notices sonally, I/v academic ature es canno	I/we certify that all the ir a discrepancy, I/we unde we understand that any s year. Date	nformation reporterstand corrections nuch corrections n	s to my FAFSA wi nay warrant an adj Parent's Sign	ll be submitte ustment to fi	ed directly to the U.S. Donancial aid that has alre	epartment of		

2025-2026 Dependent Verification Worksheet

Section F - Submission Instructions

What you should do:

- 1. Complete this entire worksheet. Answer all questions and <u>SIGN</u> the form.
- 2. Submit ALL documents at the same time.
- 3. Upload this form and all required documents on the UIC Portal.
 - a. Login to the UIC Portal at https://my.UIC.edu
 - b. Click on the "Student" tab
 - c. Click on "Financial Aid Menu"
 - d. You should then be on the Financial Aid "Home" tab
 - e. Choose the 2025-2026 Award Year
 - f. Under Unsatisfied Requirements, click "Choose File" (If the requirement is not listed, contact your Financial Aid Counselor at https://financialaid.uic.edu/faq/contact-us/ to have the requirement added)

For additional upload instructions, please visit https://docs.financialaid.uic.edu/docs/PDF upload guide.pdf.



ENTER YOUR UIN