

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

2025-2026 Dependent Verification Worksheet

Section C – Parent Income Information

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

- (1) 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-2/1099 forms if required.

Please check the appropriate box and submit the requested documents. ONLY **one** box should be checked on this page.

2023 TAX FILERS

- I have successfully used the Direct Data Exchange (DDX) on the FAFSA to transfer my 2023 tax 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 FILERS with special circumstances

- 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-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-TAX FILERS

- 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

Individual's Name	Name of Employer	Amount of 2023 Income

- I was not employed, did not have income, and was not required to file a 2023 IRS Federal Tax Return.

ENTER YOUR UIN →

--	--	--	--	--	--	--	--	--	--



