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



<u>2025-2026 Independent Verification Worksheet Instructions</u>

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 students and spouses (if married)
- (3) Submit 2023 W-2 forms/1099 forms for Non-Tax Filer students and spouses (if married), if applicable
- (4) Include your University ID Number (UIN) on every page submitted

Complete the VERIFICATION WORKSHEET

- Provide handwritten signatures (no electronic signatures)
- Answer <u>ALL</u> Questions

2023 TAX FILERS

Students and Spouses (if married)

DIRECT DATA EXCHANGE (DDX)

OR

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

2023 NON-TAX FILERS

Students and Spouses (if married)

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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Last Name	First Name	M.I.	Phone	Number
Section B – Famil	y Information (Ple	ease Read Instruct	ions Below Before Co	empleting)
provide and will (4) Other dependen (a) they now liv	married) they live with you or live a continue to provide more ts if: re with you <u>AND</u> more than half of their su	apart from you due to a pe than half of their support	eriod of temporary absence (i.e between July 1, 2025, and Ju provide more than half of their	
of the college for any hou	usehold members as defir sehold member listed, who a degree/certificate. If the	ned above. If you need mo	e at least half-time between Ju	neet. Write in the complete name ly 1, 2025, and June 30, 2026, sity Identification Number (UIN)
	Age	Relationship	College (Complete Name)	Expected College Graduation (Month and Year)
Full Name				
Full Name		Self	UIC	
Full Name		Self	UIC	
Full Name		Self	UIC	
Full Name		Self	UIC	
Full Name		Self	UIC	
Full Name		Self	UIC	
Full Name		Self	UIC	

2025-2026 Independent Verification Worksheet

Section C – Student Income Information

You MUST provide official 2023 federal tax information.

- (1) 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**
- (3) 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	e appro	priate box and subm	it the req	uested doc	uments.	ONLY	one box	should	be chec	ked on	this page.
2023 TAX FIL	<u>ERS</u>										
		I have successfully used the Direct Data Exchange (DDX) on the FAFSA to transfer my 2023 tax information.					/ 2023 tax				
		I have attached a coand 3 with my UIN			23 IRS F	ederal	Tax Ret	urn incl	uding IF	RS Sche	edules 1, 2,
2023 TAX FIL	ERS w	ith special circum	stances	<u> </u>							
		I filed a 2023 amen signed 2023 IRS Fe							X AND	(2) a co	ppy of my
		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-TA	X FILE	<u>RS</u>									
		I was employed and All income sources/ **** I have attached	/amounts	are listed b	oelow.	-				ederal ī	Гах Return.
	Individual's Name		N	Name of Employer			Amount of 2023 Income				
l		I was not employed Return.	, did not l	have incom	ne, and w	as not	required	I to file a	2023 IF	RS Fede	eral Tax
ENT											

You 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 spouses 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 tl	ne appropriate box and subn	nit the requeste	ed documents. Of	NLY <u>one</u> box should l	be checked on this page.				
2023 TAX FIL	<u>.ERS</u>								
	I have successfully information.	I have successfully used the Direct Data Exchange (DDX) on the FAFSA to transfer my 2023 tax information.							
	I have attached a cand 3 with my UIN		ed 2023 IRS Fed	leral Tax Return incl u	uding IRS Schedules 1, 2,				
2023 TAX FIL	ERS with special circun	<u>nstances</u>							
	I filed a 2023 amen signed 2023 IRS F				X AND (2) a copy of my				
		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.							
	Database View Tra	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 <i>A</i>	AX FILERS								
	All income sources	/amounts are l	isted below.	required to file a 202	3 IRS Federal Tax Return.				
	Individual's Name	_ ` ′ ·	of Employer	Amount of 202					
	Return. Student and Spouse S	Signatures			2023 IRS Federal Tax				
knowledge. If S submitted direc	worksheet, I/we certify that a Student Financial Aid and Scl tily to the U.S. Department o to financial aid that has alrea	nolarships noti f Education. A	ces a discrepancy dditionally, l/we ui	y, I/we understand co nderstand that any su	rrections to my FAFSA will be				
Student's Sigr	nature	Date	Spouse	's Signature	Date				
NOTE: Signa	atures cannot be typed or s	tamped. They	/ must be a sign	ature.					
ENT	TER YOUR UIN -								

2025-2026 Independent 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.

