

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

1200 W. Harrison Street, M/C 334 -- Chicago, Illinois 60607-7163 -- Phone: (312) 996-3126

Website: <https://financialaid.uic.edu/>



2024-2025 Dependent Verification Worksheet Instructions

Fall/Spring Students: Form Submission Deadline is August 1, 2024

Spring Only Students: Form Submission Deadline is November 1, 2024

**** 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 and student
- (3) Submit 2022 W-2 forms/1099 forms for Non-Tax Filer parents/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

2022 TAX FILERS

Parents and Students

DIRECT DATA EXCHANGE (DDX)

OR

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

2022 NON-TAX FILERS

Parents and Students

2022 W-2 AND 1099 FORMS IF
INCOME WAS EARNED IN 2022

2022 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 2022 IRS Federal Tax Return including IRS Schedules 1, 2, and 3
- Signed copy of the 2022 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 2022 tax return with the Earnings, AGI, and Taxes Paid translated and converted to U.S. dollars
- 2022 Wage Statements

IRS IDENTITY THEFT VICTIMS:

- Tax Return Database View (TRDBV) transcript for 2022
- Signed and dated statement indicating the individuals were victims and the IRS is aware of their tax related identity theft

2024-2025 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 2022 federal tax information.

- (1) Use the Direct Data Exchange (DDX) on the FAFSA to transfer your 2022 tax information **OR**
- (2) Submit a copy of the signed 2022 IRS Federal Tax Return including IRS Schedules 1, 2, and 3 sent to the IRS **OR**
- (3) Those who did not file a 2022 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.

2022 TAX FILERS

- I have successfully used the Direct Data Exchange (DDX) on the FAFSA to transfer my 2022 tax information.
- I have attached a copy of my signed 2022 IRS Federal Tax Return **including** IRS Schedules 1, 2, and 3 with the student's UIN on all pages.

2022 TAX FILERS with special circumstances

- I filed a 2022 amended tax return and have submitted (1) a signed 1040X **AND** (2) a copy of my signed 2022 IRS Federal Tax Return including Schedules 1, 2, and 3.
- I filed a foreign tax return and have submitted (1) the 2022 Foreign Tax Return with the Earnings, AGI, and Taxes Paid translated and converted to US dollars **AND** (2) the 2022 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 2022 **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.

2022 NON-TAX FILERS

- I was employed and had 2022 income but was not required to file a 2022 IRS Federal Tax Return. All income sources/amounts are listed below.
******I have attached:**
(1) Copies of all 2022 W-2 forms/1099 Misc. forms

Individual's Name	Name of Employer	Amount of 2022 Income

- I was not employed, did not have income, and was not required to file a 2022 IRS Federal Tax Return.

ENTER YOUR UIN →

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Section D – Student Income Information

You MUST provide official 2022 federal tax information.

- (1) Use the Direct Data Exchange (DDX) on the FAFSA to transfer your 2022 tax information **OR**
- (2) Submit a copy of the signed 2022 IRS Federal Tax Return including IRS Schedules 1, 2, and 3 sent to the IRS **OR**
- (3) Those students who did not file a 2022 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.

2022 TAX FILERS

- I have successfully used the Direct Data Exchange (DDX) on the FAFSA to transfer my 2022 tax information.
- I have attached a copy of my signed 2022 IRS Federal Tax Return **including** IRS Schedules 1, 2, and 3 with my UIN on all pages.

2022 TAX FILERS with special circumstances

- I filed a 2022 amended tax return and have submitted (1) a signed 1040X **AND** (2) a copy of my signed 2022 IRS Federal Tax Return including Schedules 1, 2, and 3.
- I filed a foreign tax return and have submitted (1) the 2022 Foreign Tax Return with the Earnings, AGI, and Taxes Paid translated and converted to US dollars **AND** (2) the 2022 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 2022 **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.

2022 NON-TAX FILERS

- I was employed and had 2022 income but was not required to file a 2022 IRS Federal Tax Return. All income sources/amounts are listed below.
******I have attached:** (1) Copies of all 2022 W-2 forms/1099 Misc. forms

Individual's Name	Name of Employer	Amount of 2022 Income

- I was not employed, did not have income, and was not required to file a 2022 IRS Federal Tax Return.

Section E – Student and Parent Signatures

By signing this worksheet, I/we certify that all the information reported on is correct to the best of our knowledge. If Student Financial Aid and Scholarships notices a discrepancy, I/we understand corrections to my FAFSA will be submitted directly to the U.S. Department of Education. Additionally, I/we understand that any such corrections may warrant an adjustment to financial aid that has already been offered for the 2024-25 academic year.

Student's Signature	Date	Parent's Signature	Date
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****NOTE: Signatures cannot be typed or stamped. They must be a signature.****

IMPORTANT: To avoid processing delays, answer EVERY question and provide all requested documents. Submit all documents together in person, by fax, via mail at: UIC Student Financial Aid and Scholarships, 1200 W. Harrison St., M/C 334, Chicago, IL 60607-7163, or via UIC Portal upload under Financial Aid Requirements.

ENTER YOUR UIN →

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