

**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 Independent 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 student and spouse (if married)
- (3) Submit 2022 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 **ALL** Questions

**2022 TAX FILERS**

**Students and Spouse (if married)**

DIRECT DATA EXCHANGE (DDX)

OR

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

**2022 NON-TAX FILERS**

**Students and Spouse (if married)**

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 Independent Verification Worksheet

## Section C – 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 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’s Spouse 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 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 Spouse Signatures

By signing this worksheet, I/we certify that all the information reported on this worksheet 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 Signature

Date

Spouse Signature (if married)

Date

**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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