

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



2026-2027 Institutional Aid Dependent Verification Worksheet Instructions

Fall/Spring Students: Form Submission Deadline is August 1, 2026

Spring Only Students: Form Submission Deadline is November 1, 2026

****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) Include your University ID Number (UIN) on every page submitted

Complete the VERIFICATION WORKSHEET

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

2024 TAX FILERS

Parents and Students

SIGNED 2024 IRS FEDERAL TAX RETURN

2024 NON-TAX FILERS

Parents and Students

2024 VERIFICATION OF NON-FILING
LETTER FROM THE IRS

2024 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 2024 IRS Federal Tax Return
- Signed copy of the 2024 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)

- Signed copy of the filed 2024 tax return with the Earnings, AGI, and Taxes Paid translated and converted to U.S. dollars
- 2024 Wage Statements

IRS IDENTITY THEFT VICTIMS:

- Signed copy of the 2024 IRS Federal Tax Return
- IRS 4674C letter or a signed and dated statement indicating the individuals were victims and the IRS is aware of their tax related identity theft



2026-2027 Institutional Aid Dependent Verification Worksheet

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Section A – Student Information (Please Print Clearly)

Last Name	First Name	M.I.	UIN
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Section B – Parent Income Information

Each parent listed on the FAFSA or RISE must provide official 2024 federal tax information.

- (1) Submit a copy of the signed 2024 IRS Federal Tax Return **OR**
- (2) Those who did not file a 2024 IRS Federal Tax Return must submit a 2024 Verification of Non-filing Letter from the IRS.

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

2024 TAX FILERS

- ☐ I have attached a copy of my signed 2024 IRS Federal Tax Return with the student's UIN on all pages.

2024 TAX FILERS with special circumstances

- ☐ I filed a 2024 amended tax return and have submitted (1) a signed 1040X **AND** (2) a copy of my signed 2024 IRS Federal Tax Return.
- ☐ I filed a foreign tax return and have submitted (1) the signed 2024 Foreign Tax Return with the Earnings, AGI, and Taxes Paid translated and converted to US dollars **AND** (2) the 2024 Wage Statements.
- ☐ I am a victim of tax-related identity theft and have notified the IRS. Attached is (1) a copy of my signed 2024 IRS Federal Tax Return **AND** (2) a copy of my IRS 4674C letter or a signed, dated statement indicating I am a victim of IRS tax-related identity theft, and the IRS is aware of the identity theft.

2024 NON-TAX FILERS

- ☐ I have attached my 2024 Verification of Non-filing Letter from the IRS.

2026-2027 Institutional Aid Dependent Verification Worksheet

Section C – Student Income Information

You MUST provide official 2024 federal tax information.

- (1) Submit a copy of the signed 2024 IRS Federal Tax Return **OR**
(2) Those who did not file a 2024 IRS Federal Tax Return must submit a 2024 Verification of Non-filing Letter from the IRS.

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

2024 TAX FILERS

☐ I have attached a copy of my signed 2024 IRS Federal Tax Return with my UIN on all pages.

2024 TAX FILERS with special circumstances

☐ I filed a 2024 amended tax return and have submitted (1) a signed 1040X **AND** (2) a copy of my signed 2024 IRS Federal Tax Return.

☐ I filed a foreign tax return and have submitted (1) the signed 2024 Foreign Tax Return with the Earnings, AGI, and Taxes Paid translated and converted to US dollars **AND** (2) the 2024 Wage Statements.

☐ I am a victim of tax-related identity theft and have notified the IRS. Attached is (1) a copy of my signed 2024 IRS Federal Tax Return **AND** (2) a copy of my IRS 4674C letter or a signed, dated statement indicating I am a victim of IRS tax-related identity theft, and the IRS is aware of the identity theft.

2024 NON-TAX FILERS

☐ I have attached my 2024 Verification of Non-filing Letter from the IRS.

Section D – 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 or RISE will be made. Additionally, I/we understand that any such corrections may warrant an adjustment to financial aid that has already been offered for the 2026-27 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.

Section E – Submission Instructions

What you should do:

1. Complete this entire worksheet. Answer all questions and SIGN 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 2026-2027 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.