2026-2027 Independent Verification Worksheet Instructions

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 2024 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

2024 TAX FILERS	2024 NON-TAX FILERS
Students and Spouses (if married)	**Students and Spouses (if married)**
DIRECT DATA EXCHANGE (DDX)	2024 W-2 AND 1099 FORMS IF
OR	INCOME WAS EARNED IN 2024
SIGNED IRS FEDERAL TAX RETURN	
including IRS SCHEDULES 1 and 3	

2024 UNUSUAL TAX FILING SITUATIONS

Individuals who fall into one of the IRS Tax categories below must submit the listed information.

AMENDED TAX FILERS:
  • Used the DDX or submit a signed copy of the 2024 IRS Federal Tax Return including IRS Schedules 1 and 3
  • 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 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 including IRS Schedules 1 and 3
  • 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

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Section A – Student Information (Please Print Clearly)

Last Name	First Name	M.I.	**UIN**

Section B – Family Information (Please Read Instructions Below Before Completing)

Please list the people in your household, including:
  (1) Yourself
  (2) Your spouse (if married)
  (3) Your children, if they live with you or live apart from you due to a period of temporary absence (i.e., college enrollment) and you provide and will continue to provide more than half of their support between **July 1, 2026, and June 30, 2027**
  (4) Other dependents if:
      (a) they now live with you <u>AND</u>
      (b) you provide more than half of their support and will continue to provide more than half of their support between **July 1, 2026, and June 30, 2027**

Fill out the chart below – all fields must be completed.
Print the names of all household members as defined above. If you need more space, attach a separate sheet. Write in the complete name of the college for any household member listed, who will be attending college at least half-time between **July 1, 2026, and June 30, 2027,** in a program that leads to a degree/certificate. If the household member's college is UIC, write their University Identification Number (UIN) in the box with UIC listed as the college.

Full Name	Age	Relationship	College (Complete Name)	Expected College Graduation (Month and Year)
		Self	UIC	

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Section C – Student Income Information

You MUST provide official 2024 federal tax information.
   (1)   Use the Direct Data Exchange (DDX) on the FAFSA to transfer your 2024 tax information **OR**
   (2)   Submit a copy of the signed 2024 IRS Federal Tax Return including IRS Schedules 1 and 3 sent to the IRS **OR**
   (3)   Those students who did not file a 2024 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.

Please note, if you provided consent to use the DDX, but did not file taxes in 2024 then you must mark one of the boxes in the **2024 NON-TAX FILERS Section**.

2024 TAX FILERS

☐   I have successfully used the Direct Data Exchange (DDX) on the FAFSA to transfer my 2024 tax information.

☐   I have attached a copy of my signed 2024 IRS Federal Tax Return **including** IRS Schedules 1 and 3 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) have either used the DDX or submitted a copy of my signed 2024 IRS Federal Tax Return including IRS Schedules 1 and 3.

☐   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 into 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 including IRS Schedules 1 and 3 **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 was employed and had 2024 income but was not required to file a 2024 IRS Federal Tax Return. All income sources/amounts are listed below.
    ****__I have attached:__ (1) Copies of all 2024 W-2 forms/1099 Misc. forms

Individual's Name	Name of Employer	Amount of 2024 Income

☐   I was not employed, did not have income, and was not required to file a 2024 IRS Federal Tax Return.

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Section D – Student's Spouse Income Information

You MUST provide official 2024 federal tax information.
  (1) Use the Direct Data Exchange (DDX) on the FAFSA to transfer your 2024 tax information **OR**
  (2) Submit a copy of the signed 2024 IRS Federal Tax Return including IRS Schedules 1 and 3 sent to the IRS **OR**
  (3) Those spouses who did not file a 2024 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.

Please note, if you provided consent to use the DDX, but did not file taxes in 2024 then you must mark one of the boxes in the **2024 NON-TAX FILERS Section**.

2024 TAX FILERS

☐ I have successfully used the Direct Data Exchange (DDX) on the FAFSA to transfer my 2024 tax information.

☐ I have attached a copy of my signed 2024 IRS Federal Tax Return **including** IRS Schedules 1 and 3 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) have either used the DDX or submitted a copy of my signed 2024 IRS Federal Tax Return including IRS Schedules 1 and 3.

☐ 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 into 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 including IRS Schedules 1 and 3 **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 was employed and had 2024 income but was not required to file a 2024 IRS Federal Tax Return. All income sources/amounts are listed below.
******I have attached:** (1) Copies of all 2024 W-2 forms/1099 Misc. forms

Individual's Name	Name of Employer	Amount of 2024 Income

☐ I was not employed, did not have income, and was not required to file a 2024 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 2026-27 academic year.

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

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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 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.